

**Job Description – Maintenance Supervisor**

**Full time – 40 hours per week (8am – 5pm), 1-hour unpaid lunch  
30 days paid holiday per year in addition to statutory holidays**

**Job Purpose**

Working as part of a team, carry out the day-to-day maintenance of the school buildings to ensure that they are maintained to high standard and support the Estates Team to carry out various other duties as required to ensure the smooth running of the school operations. Manage the Maintenance Assistant/s to perform tasks you deem necessary to achieve your goals and report to the Estates Manager.

**Job Description**

- The post holder is required to manage the provision of a day-to-day maintenance function
- A large focus of the role is to conduct planned preventative or reactionary maintenance to the buildings and infrastructure
- Advise on status of infrastructure and support the creation of the maintenance plan including carrying out a variety of monthly building checks
- Conduct checks including but not limited to buildings, roofs, ladders, emergency lighting, fire doors, fire escapes and metal fire escape stairways
- Provide practical support to the Estate Manager such as setting up of areas for lessons and activities including, but not limited to, tables, chairs and bins
- Supervising the Maintenance Assistant in undertaking task delegated to the team and ensuring their safety on tasks and operating of equipment
- Whilst the primary requirements of the post holder will be to meet the building maintenance needs of the school, they will also be called upon to carry out various other grounds maintenance / operational duties as required, like fence building or gate hanging etc., where there is crossover with the Grounds team or working as part of a bigger group
- Liaise with contractors on site as necessary and support their work
- Assist in the deliveries to all areas of the school
- Keep Estates outbuildings and waste areas in a clean and tidy condition and assist with the moving of large waste receptacles around the site.
- Clearing snow and gritting the drives / pathways in areas accessed by our stakeholders
- Power wash hard standing areas as necessary
- Keep the school and grounds clear of litter and empty bins around site as necessary
- To play a part in the learning experience of the pupils where needed
- Support in management of car parking for large events
- Ensure equipment is cleaned, maintained and stored appropriately to prolong its life
- Advise on the repair or replacement of faulty equipment
- Ensure the security of the school is maintained at all times
- Support with the maintenance of the swimming pool including daily checks shared with the Grounds team
- Advise on risk assessments and method statement content to ensure safe working
- Enforce the wearing of all required PPE where required
- Be prepared to undertake school funded further training to comply with H&S and further your career

## Person Specification

- Good managerial experience of small teams
- To be an effective team player
- General maintenance knowledge, skills and experience to prevent degradation of facilities
- This role demands for the individual to be physically capable to ascend and descend ladders and work at height and conduct manual handling
- To be able to work on their own using their own initiative
- To attend training sessions as required, including but not limited to fire safety, working at height, manual handling, asbestos and COSHH etc.
- Understand and ensure the implementation of the Health and Safety Policy, Emergency and Fire Procedures. Assistance may be called upon to support the evacuation of children during an incident and clearing buildings not effected by fire
- Understand the Lockdown Policy and support the procedures with the wider estates team to ensure the security of pupils, staff and the site
- Understand legislation relating to COSHH Regulations regarding fuels, oils and chemical storage
- Ability to communicate confidently with both young people, staff and parents attending the school
- Create new or conduct repairs including but not limited to pipework, carpentry, brick work and roofing to a reasonable level and be able to advise on workmanship of contractors when onsite
- Painting and decorating skills to support contractors should the need arise
- A full UK driving licence would be preferable to use minibuses to collect materials from local suppliers

## General Requirements

- To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ballard School as outlined in the Safeguarding Policy. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead (DSL).
- To be aware of employee responsibilities for Health and Safety of themselves and others in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- To adhere to fire evacuation procedure in the event of a fire and during a fire drill.
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the School and participate in staff programmes for training, in particular, safeguarding and Health and Safety.

## Physical Demands

- This role demands for the individual to be physically fit as you may have to carry out heavy manual work on a daily basis, and this may also involve long periods of time outside. The individual must be able to cope with the physical demands of the job i.e. lifting, bending, standing and walking.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

## Working Hours and Rate of Pay

- The hours of work will be 8am to 5pm, 5 days per week with 1 hour unpaid lunch break. A total of 40 hours per week.
- This is an all year round position with 30 days annual leave + bank holidays.
- Salary will be determined according to qualifications and experience, up to £14.26 per hour. (annual salary of up to £29,660.80 for 40 hours per week).

- Pension – defined contributory pension scheme, employer contribution of 10.5%.
- Staff are welcome to have a school lunch and refreshments in term time and parking is available on site.

## Applications

### How to apply:

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Headmaster to [recruitment@ballardschool.co.uk](mailto:recruitment@ballardschool.co.uk).

Application deadline: 9.00am Thursday 12<sup>th</sup> March 2026

Interviews: To be arranged at a mutually convenient time

Start Date: Ideally Monday 30<sup>th</sup> March but flexible for the right candidate

**Early applications are encouraged. We will be reviewing applications as they are received and reserve the right to appoint before the closing date.**

Shortlisted applicants will be invited to the School for interviews.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

**Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.**

For further details and an application form, please visit: [www.ballardschool.co.uk/vacancies](http://www.ballardschool.co.uk/vacancies)