



# GORDONSTOUN

Broader experiences, broader minds

## MAINTENANCE CO-ORDINATOR

**Reports to:** Head of Estates

**Job Purpose:** Provide management and co-ordinate the delivery of planned maintenance, activities and compliance within the Maintenance team.

**Grade and working hours:** 3N - 37.5 hours per week.

### Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the school.

### Major responsibilities

- Working with the Head of Estates, manage and oversee the Planned & Preventative Maintenance programme; to include compliance tasks.
- In conjunction with the Head of Estates and Maintenance Supervisor, co-ordinate planned maintenance activity for the in-house Maintenance team and external contractors.
- Assist with meeting and co-ordinating the contractors on site.
- Oversee and manage compliance stores, including PPE and uniform.
- Verify compliance documentation and update databases.
- Assist with audit and inspection preparations.
- Create and monitor programmes of works during busy periods, such as Easter and Summer holidays.
- Working with the Maintenance Supervisor, to manage the day-to-day operations of the department when required.
- Deputising for Maintenance Supervisor for short periods as required, including the management of the Maintenance Helpdesk, the Maintenance Team, workload and prioritisation of tasks.
- Assist with the Implementation of the Estates Management System (AssetWhere).

- Understand the strategic need for planning confidentially when working in a project environment.
- Oversee procurement and track items for the Maintenance department such as, maintenance supplies, furniture, white goods, and appliances.
- Manage departmental credit card and required documentation.
- Assist with budget tracking including invoice processing and keeping an accurate cost/track/spend spreadsheet.
- Organisation and administration of campus-wide key management system and the digital register.
- Facilitating processes and procedures to streamline operations within the Maintenance department.
- Manage maintenance contracts including escalating complaints and contractor issues.
- Manage the electronic folder structure for the estates team.
- Check contractor PVG Clearance status prior to contracted work periods and advise on process. Store certificates and manage database.
- Undertake other additional duties as required to assist the performance delivery of the team as directed by Head of Estates or Maintenance Supervisor.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE/SQA C grade or higher (or equivalent) in English and Maths</li> </ul>	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of the operations within an office environment</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and working knowledge of the operations within an office environment</li> </ul>	Application form Interview
Skills and experience	<ul style="list-style-type: none"> <li>• Excellent IT skills, including proficiency in all MS Office applications.</li> <li>• Excellent communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as a maintenance co-ordinator</li> <li>• Experience of process improvement</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>• Conscientious and diligent, with excellent attention to detail.</li> <li>• Enthusiastic, diplomatic and calm under pressure.</li> <li>• A proven track record of strong working relationships with students, colleagues and customers.</li> <li>• A positive and proactive attitude to manage a high volume of work.</li> <li>• Flexible, with a can-do attitude.</li> <li>• Someone who creates a positive and cooperative working environment.</li> <li>• A commitment to Gordonstoun's unique educational ethos.</li> <li>• A commitment to doing the best for students from diverse cultural backgrounds</li> </ul>		Interview Task
Child protection	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with or within and environment with children and young people</li> </ul>	References PVG check