



**JOB DESCRIPTION: Maintenance and Estates Manager**

**JOB TITLE:** Maintenance and Estates Manager  
**REPORTING TO:** Bursar  
**JOB PURPOSE:** This a hands-on role delivering both planned and reactive maintenance, event set ups, H&S requests, planned maintenance, general repairs and property upkeep. To ensure the school site and games pitches are maintained to a high standard.

**KEY RESPONSIBILITIES:**

- Managing reported onsite issues and communicating with the relevant department/personnel when necessary
- Report on, arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work
- Working with the Bursar, ensure that all contracted works with a value greater than £5,000 are subject to competitive tendering such that the final decision is supported by a minimum of 3 written quotations
- Liaising closely with contractors, ensuring all works are carried out competently and in a safe manner
- Formulate and work to budgets and authorise invoices as required
- Carry out planned preventive maintenance and routine daily, weekly and other periodic checks as required
- Using the School's Health and Safety management software, Smartlog, to ensure compliance with all aspects of health and safety legislation relating to the School's buildings including fire, asbestos, legionella and statutory inspections.
- Ensure the School's safeguarding children requirements are met regarding the security of the school such as managing traffic during drop off and pick up times and during events. Take an active role in site security.
- Manage the setup of playing fields and pitches
- Respond to building and services (including alarm) emergencies, including out of hours, as required
- Drive a minibus for school events during the working day
- Site duties include, but are not exhaustive of, assisting all staff with their general duties including furniture moving, moving heavy goods and room set-up/breakdown
- Acting as one of the School's Fire Officers with responsibility for maintaining the School's Fire Policy and Fire Risk Assessment



For the avoidance of doubt, the duties and responsibilities contained within this job description are not exhaustive and may change from time to time according to the requirements of the role and it is not intended to have a contractual effect

### **PERSON SPECIFICATION: Maintenance and Estates Manager**

#### **ESSENTIAL ATTRIBUTES:**

- Relevant maintenance qualifications or experience
- Relevant Health & Safety training and experience
- Ability to operate large heavy machinery
- D1 driving licence category (training provided if not)
- Ability to act on own initiative
- A strong track record of successfully and effectively managing projects and diverse teams of people
- The ability to lead and manage people, providing focus and direction

#### **FURTHER INFORMATION:**

- Based at Dumpton School, Wimborne, Dorset.
- The core hours during term time are Monday to Friday 7.30am to 4.30pm with some flexibility during the school holidays
- Salary will be in the region of £28k-£32k based upon qualifications and experience

#### **RETURN APPLICATIONS:**

- **VISIT:** [www.dumpton.com/vacancies](http://www.dumpton.com/vacancies) for an application form
- Our application form must be completed and returned to us.
- **VIA EMAIL TO:** [recruitment@dumpton.com](mailto:recruitment@dumpton.com)
- **BY POST TO:** Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF.
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** Friday 27th January 2023
- **INTERVIEWS:** Week commencing Monday 30th January 2023
- **START DATE:** March 2023 to be discussed

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*