



Full time, Monday to Friday 7:00 - 15:30 (40 hours)
Holiday Allowance 25 days holiday
Reporting to the Head

Overview: Oversee and manage the school's facilities and non-teaching resources to ensure the premises are safe, well-maintained, and used efficiently by the St. Michael's community, supporting high-quality teaching and learning. Lead and undertake general maintenance and repair work across the campus -including buildings and grounds - covering areas such as plumbing, carpentry, painting, and basic electrical tasks. Ensure all facilities and equipment remain in safe working order, and respond promptly and effectively to maintenance requests and emergencies.

Job Description:

Staff Supervision & Management

- Manage and lead the maintenance team, including appraisals and work schedules
- Oversee external contractors and ensure quality control of outsourced work.
- Manage school vehicle maintenance and servicing.

Health & Safety Compliance

- Ensure all maintenance activities comply with health and safety regulations and best practices.
- Conduct regular risk assessments and inspections of school facilities.
- Maintain up-to-date records for compliance in conjunction with the Office Manager
- Maintain and repair machinery and tools, with outside agencies where required. Keep inventory of tools, equipment, and spare parts; ensure items are well-maintained and stored securely.

Facilities & Grounds Management

- Oversee the upkeep of buildings, classrooms, communal areas, playing fields and playgrounds, maintain a clean, safe, and attractive environment.
- Carry out any task, as may reasonably be requested, by the Head or SMT to achieve job purpose.

Planned Preventative Maintenance

- Develop and implement a planned maintenance schedule for all school facilities and systems in conjunction with the Office Manager and Head (e.g. boilers, lighting, alarms). Maintain accurate logs and records of all maintenance work including school holiday maintenance work.

Budgeting & Resource Management

- Sourcing materials and services cost-effectively.
- Develop and implement a Maintenance budget in conjunction with the Head.

Security & Site Safety

- Monitor and maintain (with outside agencies where applicable) the physical security of the school site (e.g. locks, gates, CCTV, alarms).
- Support the implementation of school security procedures, especially during out-of-hours activities.
- Manage the response to fire alarms out of school hours.

Event and Term-Time Support

- Prepare school facilities for events (e.g assemblies, parent evenings, and term changes).
- Support school operations during arrival, dismissal, and other key times (e.g. traffic or parking management where required).



Emergency Preparedness

- Lead or support emergency response efforts (e.g. fire, flooding, utility failures).
- Ensure that emergency equipment (e.g. fire extinguishers, emergency lighting) are regularly tested and maintained (with the support of outside agencies where applicable).

Communication & Coordination

- Liaise with the Heads of Department and administrative team to coordinate maintenance efforts.
- Report regularly on maintenance issues, schedules, and completed tasks - usually within the weekly Property Meeting.
- Manage and action, where applicable, Maintenance Desk (Freshdesk) requests.

Person Specification

Essential:

- Relevant experience and knowledge in Facilities Management, building and maintenance
- Experience in H&S reporting and inspections
- Ability to manage and motivate a team of staff including leading and planning workloads
- Strong interpersonal skills and effective communication
- Excellent organisational and administrative skills
- Strong general maintenance and practical skills
- Physically fit and able to carry out manual work

Desirable:

- First Aid qualification, Manual Handling, WAH, Safeguarding
- Knowledge of caretaking and cleaning roles
- Experience in aspects of the construction industry
- Experience in a prep school or independent school setting
- D1 (Minibus) licence is an advantage, though training can be provided

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application:

Please email recruitment@stmichaels.je for an application form or download from the school website. Candidates are also required to submit a CV with their completed application form. This should be completed by **Wednesday 20th May** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Shortlisted candidates will be contacted by **Friday 22nd May** and interviews will be held on **Wednesday 3rd June** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work at the beginning of July 2026 or earlier if possible.