

Ballymena Academy

The School

Ballymena Academy is a co-educational, non-denominational Voluntary Grammar School founded in 1828. Current enrolment is 1200 pupils ranging from age 11-18 years. The School employs approximately 130 staff, 80 teaching staff and 50 non-teaching staff, with current Headmaster Mr S W Black.

The School is situated on a magnificent 88 acre site adjacent to the town centre.

Maintenance Officer - Job Description

The Maintenance Officer is appointed by the Board of Governors and his /her responsibilities are laid down by the Board. The Maintenance Officer will be responsible to the Board, under the direction of the School Principal and Corporate Services Manager for the care, maintenance and security of the extensive range of School buildings, grounds and equipment.

The successful candidate will be expected to work under their own initiative to ensure a high standard of maintenance within the School while coordinating the on-site supervision of up to 20 staff.

Accommodation is provided within the grounds of the School. If the employee chooses not to avail of this, it would be expected that he/she resides in close proximity to the school.

Salary will be negotiable and dependent on the candidate's knowledge and experience. It is likely to be circa £30k. A contributory NILGOS pension scheme is provided.

The normal hours of duty are from 7.30 a.m. to 4.00 p.m. Monday to Friday, however, the employee will be required to work such further hours as are necessary to discharge the duties attached to the position efficiently and conscientiously. The duties of the post will also require attendance at certain evenings during the School year, at weekends and for emergencies.

Main Duties and Responsibilities

CLEANING, MAINTENANCE AND PORTERAGE

Plan, organise and control the work of grounds, caretaking and cleaning staff, including those from external agencies, to ensure that School maintenance and cleaning standards are met.

Draw up and supervise appropriate programmes for cleaning and routine grounds and building maintenance through periods of School closure.

Recommend changes in work procedures to improve economy, standards or ease of operation.

Order and distribute appropriate supplies of equipment and materials within the budget allocated and ensure equipment complies with safety requirements, and is used and stored correctly.

Ensure preparation of the premises for after-school activities, and clean and prepare the School for its normal use thereafter.

Ensure that all hard surfaces and paths around the property are clean, tidy and free of litter.

Ensure grit/rock salt is applied in times of snow and frost to ensure pathways and entrances are free from snow and ice.

Ensure that all external surface drains and gullies and kitchen grease-traps within the building complex are free flowing and clean by removing obstructions up to 3.35 m.

Receive and transport materials and other goods that have been delivered to the building premises and arrange their distribution.

Arrange transportation of all refuse bins to and from their collection point and ensure that bins are washed and cleaned on a regular basis.

Clean external signs, light covers and notices up to 3.35 m.

Organise cleaning of all windows and internal fixed glass surfaces up to 3.35 m using the appropriate equipment provided to ensure safe working conditions.

Ensure that the cleaning standards within the premises meet the standards of the School. Where appropriate, investigate complaints in respect of the cleaning provision, take corrective action and advise the Corporate Services Manager.

Undertake routine repair and maintenance tasks around the site within the competence of the post-holder.

MECHANICAL AND ELECTRICAL

Ensure the efficient operation of the boiler/heating system taking into account value for money and energy conservation.

Provide for the lighting and heating of the premises and the routine maintenance of plant.

Monitor and document the usage of fuel, water and electricity, and ensure adequate fuel is requisitioned in good time.

Replace lamps, tubes and plugs to a level of 3.35 m using appropriate equipment, except where access from above can be gained.

Inspect and report any defects on fire fighting and mechanically operated equipment to the Corporate Services Manager.

SECURITY

Open and close the premises and grounds, except in circumstances where the Corporate Services Manager authorises another person to do so.

Ensure the security of the School buildings, premises and grounds.

Ensure that all windows are closed, doors and gates, both internal and external, are locked at the end of each day and advise the Principal and Corporate Services Manager of any deficiencies.

Provide safe custody of the keys of the premises.

Ensure all alarm systems are properly serviced and maintained and attend to after-hour break ins and vandalism at the premises. Any breach of security must be reported to the Principal or Corporate Services Manager.

Operate and monitor the security camera system.

During normal working hours report any suspicious activity of persons immediately to the Principal or Corporate Services Manager to ensure a safe environment for pupils and staff.

Undertake security duties at out of normal hours School functions including parent evenings, open nights, etc.

CAPITAL WORKS

Provide access to School premises to outside contractors for minor and major capital works.

Liaise with School architects and contractors during capital works to ensure the disruption of normal School activities are kept to a minimum and to maximize the economy of work being delivered.

Day to day on site supervision of capital works to ensure a high standard of workmanship and materials.

Attend such meetings as may be necessary in coordinating capital works programmes within the School.

Seek quotations from suppliers and tradesmen for the provision of goods and services to the School.

GENERAL

Produce long and short term plans for the repair and maintenance of buildings and grounds and recommend solutions to problems identified therein.

Liaise with outside agencies, manufacturers and suppliers particularly in connection with the maintenance and repair of School equipment, machinery and vehicles.

Complete all paperwork associated with the post including authorising invoices and monitoring staff attendance and holidays.

All duties must be carried out to comply with:

- (a) The Health and Safety at Work (NI) Order 1978;
- (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
- (c) Agreed Codes of Practice; including the COSHH Regulations, HACCP and Safe Working Practice manuals;
- (d) Any other statutory regulations which may apply.

Understand and promote equality of opportunity.

Undertake any other duties associated with the post of Maintenance Officer which may reasonably be assigned by the School Principal or Corporate Services Manager.

Returning your Application Form and Monitoring Form

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

Completed Application Forms must be received by 12.00 noon on the closing date (Friday 12th May, 2023). Late, or faxed, Application Forms will not be accepted.

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Monitoring Officer,
Ballymena Academy,
89 Galgorm Road,
Ballymena,
CO. ANTRIM.
BT42 1AJ

E-Mail address: info@balacademy.ballymena.ni.sch.uk