



Job profile: Maintenance Supervisor
Location: Allen Hall Seminary, 28 Beaufort Street, London, SW3 5AA
Reporting to: Helena Duckett (Domestic Bursar)
Job Reference No:

Job Purpose:

Allen Hall is a Seminary where men are resident and train for the Catholic priesthood. The purpose of this role is to provide general day to day maintenance to ensure that Allen Hall offers a safe, clean environment for the seminarians, staff and users of the building.

Main areas of responsibilities

- Undertake routine maintenance throughout Allen Hall including elementary plumbing, carpentry and decoration.
- Plan and organise a maintenance schedule and keep a maintenance log.
- Respond to email reports of maintenance issues from residents and day staff.
- Conduct basic external maintenance, including clearing accessible flat roof areas, gutters and rainwater dispersal systems.
- Liaise in a proactive manner with external contractors and be available to supervise their work on site (e.g. heating engineers, plumbers, electricians etc.)
- Conduct regular health and safety checks throughout the building including testing of fire alarms, fire equipment, emergency lighting and other H&S checks in accordance with statutory requirements. Then to take a lead on implementing recommendations made in H&S inspection reports.
- Undertake any necessary training required.
- Tidying and maintaining the garden and external well areas.
- Move furniture within the building as required.
- Setting up chairs and tables for meetings, exams or events.
- Order and collect materials from local and online suppliers in order to carry out duties.
- Keep workshop and maintenance stores in an orderly and compliant condition.
- Maintain stocks of maintenance consumables (e.g. light bulbs) including an inventory of higher value items.
- Meet with the Domestic Bursar weekly to update on works.

- Overseeing the work of the maintenance team.

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| <u>Person specification:</u> | Maintenance Person |
| <u>Contract Type:</u> | Permanent |
| <u>Salary:</u> | £25,000 per annum |
| <u>Hours of work:</u> | 35 hours per week Flexibility with regard to hours will be required to meet the needs of our users. |

Experience required

1. Previous experience of basic maintenance is essential.
2. Basic electrical certification desirable.

Competences required

1. Ability to work methodically and consistently.
2. Ability to work as part of a team and alone, using initiative.
3. Skilled use of power and hand tools.
4. Demonstrates an eye for detail in their work.
5. Basic IT skills
6. Ability to adopt a flexible approach.
7. Ability to work with complete discretion and confidentiality.
8. Ability to project a friendly, professional manner.
9. An understanding of the social and moral teaching of the Catholic Church

The role is subject to satisfactory reference and a DBS Enhanced Level Disclosure and Barred List Check.

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required.