



The Architectural Association

Maintenance Supervisor

Salary:	£40,000 to £43,500 per annum
Location:	London – Bedford Square
Department:	Estates & Facilities
Reporting to:	Deputy Facilities & Projects Manager
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Full-time; 35 hours Monday to Friday; 8am-4pm (or as agreed)

Role Overview

- To assist the with the installation, repair and upkeep operations in the school buildings.
- To ensure Health and Safety policies are complied with.
- To ensure the school facilities are well-cared for and adequate to support school activities.

Main Responsibilities

Premises Management:

- To assist with the development of maintenance procedures and ensure implementation.
- To assist with the maintenance, repair and replacement schedules for the school's facilities.
- To identify parts and materials required to carry out each job and submit lists for purchasing.
- To be familiar with all the maintenance contracts relating to the buildings and to manage relationship with contractors.
- To carry out daily checks of the boiler room and heating equipment, making sure that any faults are rectified in-house or by the appointed service engineer (as per maintenance agreement).
- To carry out spot checks to ensure the equipment and machinery are safe and fit for purpose.
- To undertake physical checks of all premises, ensuring the facilities teams and contractors' work is of satisfactory standard.

Exhibition planning and materials procurement – on demand.

- To work closely with the exhibitions co-ordinator to assist with the planning and realisation of the school's exhibitions.
- To organise the spaces in which the exhibitions will be showing (for example to organise a chop shop for the PR), or to empty the space (furniture removal/storage).
- To employ suitable carpenters/staff and to help collate drawings and material requests (timber, paint, electrical and AV).
- To organise team(s) to assist with the construction of exhibitions on the school premises.
- To order, store and distribute the necessary materials.
- To organise and execute the exhibition take down (materials removal/waste collection/redecorating the area/bringing back the furniture).

Events site management – on demand.

- To assist the Events and Communication Manager with organising the school events.

- To be the point of contact for the event companies (furniture, marquee, catering, various goods deliveries).
- To facilitate the electrical and/or AV/data connections to the exhibition area.
- To organise and execute the collection of the hired goods.

Operational Housekeeping and Room Setting:

- With the assistance of the duty manager(s), to ensure that the morning/lunchtime/evening room setting is efficient and delivered in a timely manner.
- To ensure that all storerooms, the workshop, and all other relevant areas are tidy, safe to use or enter and clean at all times.

Workshop:

- To assume responsibility for the safe operation and day-to-day running of the departmental workshop.
- To care for and ensure routine maintenance, modification and repair of all machinery, hand tools and equipment.
- To undertake all necessary training to update the knowledge of current workshop health and safety practices, first aid and the handling of all workshop machinery, hand tools and ancillary equipment.

Health & Safety:

- Together with H&S Compliance Officer and Estates & Facilities team, to be responsible for maintaining the premises in a safe and healthy condition, including the maintenance of fire, safety and emergency equipment, as well as safe storage of potentially harmful materials.
- To ensure that the safety of all staff, students and visitors to the AA remains of paramount importance at all times.
- Assist with ensuring all necessary risk assessments, relevant to the department: fire, building and COSHH, are carried out and monitored.
- With the assistance of the line manager, to carry out health & safety induction and permits to work to contractors.
- To ensure that the use of Health & Safety signage is observed at all times.

Personnel:

- To assist with the effective delegation of tasks to the Estates & Facilities staff and the contracted team when necessary.

Security:

- With the assistance of the Security Supervisor and his/her team, to ensure that all faults in relation to the intruder and fire alarms are reported and logged at all times and prompt action is taken to rectify any issues.

Finance and Cost Control:

- To ensure that all stocks are managed in quantity and quality and secured at all times.
- To monitor equipment inventory and place orders when necessary

Other Duties:

- To be available for occasional overtime work subject to days off in lieu, or overtime at the rate in accordance with the school policy.
- To undertake any reasonable requests for ad hoc duties as requested by the line manager and/or the Head of Estates & Facilities.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

- Experience within a supervisory position.
- Experience in planning maintenance, repairs and refurbishment operations in a busy environment.
- Ability to keep track of and report on activity.

- Excellent communication/interpersonal skills.
- Organisational and leadership abilities.
- Working knowledge of maintenance process and health & safety regulations.
- Working knowledge of CDM, Asbestos Regulations, The Management of Health and Safety at Work Regulations, Fire Safety Regulations, COSHH, Manual Handling, Working at Heights and other relevant legislation.
- Working knowledge of building systems (plumbing/hydraulic/electrical/heating) to ensure the functionality of the building.
- Working knowledge of facilities machines and equipment.
- Ability to follow job instructions.
- Ability to cope with the time & quality demands.
- Ability to work safely at all times.
- Ability to discuss your work activities with others.
- Practical skills and high level of attention to detail.

Physical: the post holder must be able to undertake all the physical requirements of the job, such as frequent visits to all areas of the site, reaching and working in high/or awkward locations, according to H&S guidelines.

Although the role is based around normal office working hours (8/9/10am to 4/5/6pm), the post holder may occasionally be required to alter working hours to suit the requirements of the position, including attendance, in conjunction with the Estates team member, to carry out inspections/audits/investigations.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.