

## JOB DESCRIPTION

<b>Title</b>	Buildings & Maintenance Officer
<b>Organisation</b>	Based in Dalkey Co. Dublin, Castle Park School is an independent junior school for both boys and girls from 2-12. The school provides world class facilities. Our highly experienced and qualified teachers and support staff provide an outstanding academic curriculum based on the Irish Curriculum Framework with the addition of specialist teaching provision in the Arts, Science, PE, Modern Languages, (Religious Literacy, Ethics & Philosophy), Music, and Sport.
<b>Role</b>	We are looking for a reliable, competent person with a passion for excellence, to assist and support the efficient and effective functioning of the Buildings & Maintenance Department within Castle Park School.
<b>Objective of role</b>	<p>The Buildings &amp; Maintenance Officer (BMO) is primarily responsible for the administrative function of the department. The main objective of this role is to support the Buildings and Maintenance Manager in the provision of well-maintained and quality facilities throughout the School in order to support in the delivery of a world class educational experience.</p> <p>The BMO will support the smooth running of the department. They will actively support the department in implementing best practice in terms of maintenance and compliance. A core component of this role is to keep accurate records for all planned and routine works, maintenance requests and those completed. Managing internal and external stakeholder relationships are also important to achieve outcomes on time.</p>
<b>Duties and responsibilities</b>	<p><b>Duties and responsibilities include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Work in collaboration with the Buildings and Maintenance Manager and Business Operations Manager to ensure the effective maintenance of school buildings, maintenance, plant, and facilities.</li> <li>• Manage the maintenance requests from each department.</li> <li>• Monitor and review the provision of services provided by external contractors to ensure they are delivered to the required standard and in accordance with the SLA.</li> <li>• Manage the administrative function of the department and ensure all records are accurately kept and up to date.</li> <li>• Ensure adherence to financial best practice in terms of obtaining quotes and tendering process.</li> <li>• Adherence to compliance to legislative requirements, policies, procedures.</li> <li>• Arranging Health &amp; Safety training for non-academic staff and maintaining records for inspection.</li> <li>• Develop and implement systems to ensure administrative duties within the department are completed effectively, accurately, and to a high standard within the specified timelines.</li> <li>• Participate in the identification and management of additional revenue streams from the use of existing maintenance and facilities,</li> </ul>