



DULWICH PREP LONDON

Values & Academic Excellence since 1885



**COMPLIANCE & CONTRACTS SUPERVISOR
(FIXED TERM CONTRACT)
CANDIDATE INFORMATION**

JOB DESCRIPTION

To manage sub-contractors to maintain and service the school to be compliant in all areas, e.g. gas safety, PAT, fixed wiring, water treatment, lifts, lightning conductors, etc. This role reports to the Estates Manager.

DUTIES AND REPSOSIBILITIES

SCHOOL PREMISES

- Management of contractors on site
- Conduct mandatory checks on fire alarm systems, emergency lights and legionella and maintain appropriate records
- Liaison with Estates Manager and Facilities Management Supervisor in connection with the planned programme of maintenance and minor works
- Arranging for timely servicing of all equipment and installations per the requirements of health & safety and fire regulations (electrical appliances, heating boilers, ventilation units & air-handling, lifts, lightning protection, alarms, etc.)

SCHOOL SECURITY

- Manage external security suppliers for school premises and buildings (alarms, lighting, CCTV)
- Ad hoc requirement to lock up and ensure the security of the school
- Limited out of school hours will be required, e.g. as an alarm responder.

FIRE WARDEN

- Liaise with fire brigade as required
- Arrange the training for Fire Wardens for the School

GENERAL REQUIREMENTS

- Promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact with
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Maintain positive, courteous relations with pupils, parents and colleagues
- Promote the good name and reputation of the School
- Adhere to School policies and procedures.

PERSON SPECIFICATION

KEY SKILLS & KNOWLEDGE

- Good knowledge and aptitude for compliance
- Experience in working with and managing suppliers
- Health & Safety procedures - NEBOSH general certificate or equivalent (desirable)
- Awareness of fire alarm systems
- Excellent administrator
- A proactive, 'can do' attitude to all tasks
- Welcomes challenges and meets them with enthusiasm
- Shows a flexible approach, willing to adapt and respond to priorities
- Seeks out additional duties and uses own initiative.
- Consistently strives to maintain a high standard of work

PERSONAL COMPETENCIES & QUALITIES

- Ability to plan, prioritise and manage a varied workload
- Team focused: shares knowledge and information with other members of staff to promote good practice
- Co-operative, helpful and accommodating with other team members and staff
- Follows instruction and focuses on what needs to be delivered: understands what is required and responds promptly

TERMS & CONDITIONS

- Fixed-term contract for six months
- 8.00am to 5.00pm, with one hour's break during the day
- Salary £27,815 - £31,655 FTE
- 25 days per annum, plus bank holidays
- All INSET days and the School Open Day. There will also be the need to oversee projects during the school holidays, particularly during the summer holidays, and therefore requests for annual leave will need to take this into account

SAFEGUARDING CHILDREN

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced criminal record check through the Disclosure and Barring Service.