Job Description

Job Title: Team Leader

Job Grade: 4

Reports to: Maintenance Operations Manager

Direct Reports: Day-to-day supervision of team

Overall Objectives:
Day-to-day team supervision ensuring both reactive and planned preventative facilities maintenance meet all Statutory Compliance requirements, including driving team performance in meeting all Service Levels.

Key Responsibilities:

Team Management

- Significant experience of day-to-day team supervision, providing expertise, overseeing work quality, supporting operational performance and ensuring performance targets are met.
- Oversee the daily department dispatching of requests and checks (PPMs) on Keble College CAFM system (LOGIT), ensuring the team meet SLA/KPI targets.
- Act as a source of expertise for team in the daily operation, facilities maintenance and fault-finding of complex building installation and building control systems.
- Collaborating with Maintenance managers, ensure that the team has sufficient resources to undertake all tasks across the College estate.
- Oversee the on-call rota to ensure continued service provision.

Compliance

- Deliver “toolbox talks” as part of team meetings or daily briefings to update the team in promoting a culture of continuous improvement.
- Undertake and record regular site supervision of both in-house staff and contractors working across the College estate.
- Develop and review appropriate risk assessments, methods statements and Standard Operating Procedures (SOPs) for the Department.
- Ensure all statutory Checks are completed to PPM schedules: fire safety, water hygiene, electrical safety etc.

- Inform Maintenance Managers of repetitive failures and highlight product / safety issues and areas for potential improvement.
- Oversee and co-ordinate all Health & Safety inspections**,** including inspections of equipment, COSHH cabinets (incl documentation), ladders, scaffolding, and related safety systems.
- Manage the maintenance workshop and stores including assets, and inventory records**.**

General

- To attend, development and training to keep abreast of industry best practice and statutory regulations.
- A member of the Maintenance Department on-call team / rota in providing out of hours support.
- Provide onsite support for out of hours College events, across both term time and summer Conference business.
- Assist department manager in the implementation of department policies and procedures.
- Undertake and record regular equipment checks across the College workshops and stores, including an equipment and stores inventory.
- Keble College operates a 'one team approach' to the delivery of services and the post-holder will be expected to support and cover for staff in other areas of the College, as necessary.
- Provide for the Maintenance Operations Manager in his/her absence

Authority Limit:

- Purchase orders to the value of £1,000, including the recording of all purchases under Maintenance Admin documentation. Amounts in excess of this to be authorised by Maintenance Operations Manager.

Authorised: Domestic Bursar **Date:** October 2026

Person Specification – Team Leader

Essential Skills & Experience:

- Operational experience in a building services maintenance environment.
- Day-to-day supervision experience of a multi-discipline team within operational/building maintenance or facilities management environment**.**
- Ability to oversee and supervise a team of maintenance operatives to deliver statutory and mandatory compliance, including overseeing contractors on site.
- Extensive technical knowledge across multiple trades**,** encompassing building fabric, electrical and mechanical services, and Building Management Systems (BMS).
- Demonstrate comprehensive knowledge of H&S legislation**,** with proven ability to apply statutory and best-practice requirements to areas including fire safety, fire door inspections, electrical safety, water hygiene, and asbestos management.
- Proven capability to identify, diagnose, and rectify faults across building systems and services**,** requiring a strong understanding of mechanical, electrical, and building elements, together with the initiative and judgement to determine effective solutions with minimal supervision.
- Ability to access plant rooms, roofs and use work at height equipment
- Computer literate (Word, Excel, CAFM) – Intermediate level

Desirable Skills:

- Experience of Planned Preventative Maintenance regimes and SFG20
- Recognised H&S qualification
- Membership of a relevant organisation, e.g.The Institute of Clerk of Works and Construction Inspectorate (ICWCI), CIBSE
- A working knowledge of current construction statutory legislation (Building Regulations, CDM, DDA, Planning etc)
- Familiarity working within listed building constraints
- UK Driving licence
- The role involves some lifting, e.g. boxes, apparatus.

Qualifications:

- A technical/professional qualification in a building service, or qualified through significant practical experience gained within a similar environment
- NVQ Level 3, time served building services apprenticeship or through significant experience

Authorised: Domestic Bursar Date: October 2026