

| | |
|---|---|
| Job Title | Fire Door Compliance Manager |
| Reports to | Head of Facilities |
| Hours | 37.5 hour a week Mon – Fri 0800 – 1600hrs |
| Holidays | 25 days plus Bank Holidays + Christmas Closedown |
| Qualifications | City and Guilds or time served in Carpentry, Fire Door Inspection & Maintenance Qualified Driving license |
| Location | Repton and Repton Prep |
| Salary | £33,000 per annum |
| Benefits | Company Pension Scheme Free membership of Repton Sports Centre |
| Role Overview | |
| <p>The job role is split into two distinct elements:</p> <ul style="list-style-type: none"> Working closely with the PPM, H&S and Fire Manager to implement a prioritised rolling programme of work across both sites to ensure fire doors are inspected, repaired and are ultimately compliant with BS8214 and BS9999. To work as a proactive member of the Maintenance Team ensuring that the fabric of the School and equipment is maintained to the highest standard. | |
| Role Outcomes | Key Performance Indicator(s) |
| All fire doors repaired and maintained meet or exceed fire safety regulations and building codes. | 100% compliance with relevant fire safety standards during inspections and audits. A robust prioritised rolling programme of work |
| Deliver high-quality construction, installation, and repair of wood structures and fixtures. | Positive feedback from clients and supervisors, minimal need for rework, and adherence to project specifications. |
| Maintain a safe working environment and comply with all building codes and safety regulations. | Zero accidents or safety violations, consistent use of personal protective equipment (PPE), and compliance with safety protocols. |
| High-quality repairs and installations that ensure fire doors function effectively as barriers against fire and smoke. | Minimal callbacks or rework required due to the high standard of initial repairs and installations. |
| Role Responsibilities | |

Inspection, Repair and maintenance of fire doors

- Implement a prioritised rolling programme of Fire Door Inspection, identifying points of failure.
- Work with the PPM, H&S and Fire Manager to input data into the Fire Door Asset Management Register.
- Perform repairs on fire doors, including fixing or replacing damaged door leaves, hinges, seals, and hardware.
- Adjust door frames and hinges to ensure proper alignment and functionality.
- Replace or repair door closers to ensure doors close automatically and latch securely.

Installation

- Install new fire doors in compliance with fire safety regulations and manufacturer specifications.
- Ensure that all installations provide an effective barrier against fire and smoke.

Compliance and Safety

- Ensure all fire doors meet relevant fire safety standards and building codes.
- Maintain accurate records of inspections, repairs, and installations for compliance purposes.

General

Carry out all carpentry and joinery related tasks in the workshop and around the estate including:

- Lock and door repairs
- First and Second fix
- Kitchen Installations
- Furniture repairs

Be prepared to carry out on call duties (approximately once every 8 weeks)

Person Specification

Education and Qualifications

- City and Guilds or time served in Carpentry / joinery or equivalent Qualification
- Full clean driving license
- Be prepared to attend the Maintenance and repair –[Fire Door Maintenance Course](#) and implement the recommendations of the course across the estate.

Personal Qualities

- Experience working within the historic environment is desirable.
- To have the ability to manage their own time effectively and to prioritise work.
- Be able work alone and as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
- Be polite, professional, and friendly at all times with pupils and colleagues.
- Awareness of and adherence to safety procedures and regulations.
- Have a can do attitude and a drive for continuous improvement in all areas of work.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at [https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment- Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf](https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf)