



Job Description

JOB TITLE: Facilities Manager
HOURS: 37 week
GRADE: RG5 (22 – 28)
REPORTING TO: Director of Finance

Purpose

- To be responsible for the security and maintenance of the whole school site and to ensure the school complies with current legislation relating to site safety and management
- To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials

AREAS OF RESPONSIBILITY

Site Maintenance

- Undertake emergency and planned maintenance and repairs within capability and respond effectively, maintaining a log of such works on the on line portal
- Maintain all equipment, tools and ensure the plant in a safe and good condition; liaising with external suppliers and services where necessary
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.
- Where required, liaise with external contractors to maintain cost-effective schedules
- Liaise with the Director of Finance in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact
- Manage all contractors on site, monitor their performance and inspect completed work, ensuring that all health and safety requirements are met
- Undertake routine inspections of the site including daily maintenance checks
- Maintain computerised record of all regular checks undertaken
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost-saving projects
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Director of Finance
- Attend regular meetings with the Director of Finance
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems. gas and power supplies. Maintain a detailed plan showing the location of these
- Regularly inspect all drains and gullies for blockages remedying as necessary
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees
- Carry out emergency cleaning as required
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with cleaning staff to ensure effective replenishment
- To positively support and direct the work of the cleaning and lunch staff to ensure their actions result in a positive, safe and professional working environment

Building Access and Maintenance

- To have knowledge of listed building requirements and maintain the School building in good repair and cleanliness at all times
- To provide access in evenings, weekends and school holidays for groups wishing to use the School site as part of the School's letting program and the agreement of the Director of Finance
- Procure and manage contracts for the duration of a project as agreed with the Director of Finance

Fire and Security

- As the designated Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary
- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems
- As a primary keyholder be prepared to attend out of normal working hours as and when required
- Monitor traffic on site including adherence to school rules. Regularly assess and review traffic & parking policy to ensure optimal safety
- Ensure internal security procedures are adhered to; reporting any issues to the Director of Finance and Principal
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.
- Oversee effective lettings, ensuring clients are briefed on fire safety and evacuation
- Ensure the premises are cleaned as required and the site is secure
- Some evening and weekend cover will be required in connection with school events and lettings as agreed with the Director of Finance

Health and Safety

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records
- Participate in the continuing development of robust, transparent health and safety systems and procedures
- Support health and safety training initiatives and deliver components where appropriate
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary
- To provide data as requested for the Trust and the Health & Safety and Safeguarding committee
- To hold children's welfare as paramount concern, administering first aid and clearing up bodily fluids, following health and safety procedures, when required
- **To work in conjunction with the Trust's designated Health & Safety Officer**

Cost Effectiveness

- Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities
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- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water
- To work with peers at other schools within the Trust to for consistency where possible

Portering

- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected
- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required

Management

- To manage the Site Assistant and cleaners on a day to day basis
- Managing the performance management process for direct reports in line with the Trust's requirements

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably requested.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Principal.

Signed: _____ (Director of Finance) Date: _____

Signed: _____ (Post Holder) Date: _____

Person Specification

Qualifications	Essential	Desirable
Relevant professional qualification in facilities management or a trade		x
G.C.S.E. Maths and English A* - C grade or equivalent	x	
Knowledge and Understanding		
Experience of managing a budget and planning for school development	x	
Knowledge of the procedures in procuring contractors	x	
A high level of practical knowledge in a specialist area i.e. building, electrics etc		x
Experience		
Proven experience in a similar role	x	
Experience of managing contractors or professional staff	x	
Experience of dealing professionally with members of the public	x	
Experience working in the Education sector	x	
Proven experience in Managing a team		
Skills and attributes		
Excellent written and verbal communication skills	x	
Ability to work independently on own initiative and be decisive	x	
Ability to work as a member of a collaborative team	x	
Excellent organisational and planning skills	x	
Ability to relate to all personnel within the school environment	x	
Ability to approach all confidential matters with discretion, sensitivity and diplomacy	x	
Knowledge and experience of whole school procedures, organisation and structure		x
Ability to meet deadlines and work in fast-paced environment	x	
Desire to see the Academy grow into an outstanding provision	x	
Personal Qualities		
Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations	x	
The capacity to remain calm and to cope with the unexpected	x	
Committed and enthusiastic	x	
Confident, positive and flexible attitude	x	
Sense of humour	x	
Attention to detail	x	
Commitment to safeguarding the welfare of pupils and vulnerable adults	x	
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	x	