

Job Title	Facilities Manager
Pay Grade/scale	LBR9, points 34-36 (under review)
Actual salary pro-rata: Salary per hour:	£31,683 - £33,111 £16.88 - £17.64
Core Hours/weeks	36 hours per week, 52 weeks per year
Location/Campus	Cross Campus
Responsible to	School Business Manager

### **Job Purpose**

To oversee the provision of premises related and other services to the school's buildings to ensure a safe, secure and clean working environment and support effective teaching and learning at the school.

The school sites are used extensively, both for extended curriculum activities and for community purposes by external hirers. The school is available for approved activities throughout the year (7 days a week, 52 weeks a year).

### **Duties and Responsibilities**

- The post holder carries the lead responsibility to the school for the smooth running of the premises.
- To lead on capital projects for the school. To manage projects in order to maintain safe working practices and to ensure safeguarding arrangements with contractors.
- To be accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works. Plan and manage relevant services as well as contractors to ensure agreed standards are met and delivered on time and within budget. In liaison with the School Business Manager, keep appropriate logs, records and reports.
- To provide reports and recommendations both written and oral to the Senior Leadership Team and to relevant Governor Committees in area of responsibility.

### **Leading and Managing People**

**Ensure that premises staff have the skills, work well in a team and perform their role to an acceptable standard:**

- To act as line manager to the school premises team, caretakers, lifeguards handy man and cleaners.
- To follow correct procedures in recruitment and appointment.
- Maintain the productivity and efficiency of the team through appropriate supervision and delegation.
- Assess requirements for training and CPD according to staff performance and implement as appropriate.
- Regularly review the performance of your team, recognising effective practice, setting individual targets and conducting regular reviews to ensure these targets are met.
- Provide quality induction and on-the-job training to members of the team.
- To manage the caretaking and cleaning teams, ensuring adequate cover in the event of a holiday or sickness absence and to manage the deployment of staff and where relevant.
- To deal with staffing issues such as sickness, punctuality and absence in accordance with the schools policies.
- Attend relevant meetings as required.

#### Health and Safety Policy and Practice throughout the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- To undertake twice yearly health and safety audit and to work with Local Authority and other agencies to maintain health and safety standards.
- To undertake and maintain risk assessments and COSHH assessment.
- To assess the resources required to meet health, safety, environmental and quality standards.
- To maintain other health and safety records.
- Be responsible for the review and update of a written Health and Safety Policy that aims to minimise risk to others and the environment.
- Demonstrate that your own actions reinforce the messages in the Health and Safety Policy.
- Ensure that appropriate systems and procedures are in place to accurately record breaches in health and safety requirements and that these are reported as appropriate.
- To provide information, support and guidance to staff on matters relating to health and safety and provide training when necessary.
- To liaise with staff from the local authority and other agencies as required.
- To attend H&S co-ordinators training courses as appropriate

#### Operation and Maintenance of the School Minibuses

- To arrange for the safety checks /servicing as required.
- To ensure all legal requirements regarding the use of the minibuses are fulfilled
- To provide training to staff in the safe use of the school minibuses and organise driving tests as required.

#### Co-ordination and Monitoring of the School's Security Strategy

- To audit the effectiveness of security procedures in school and prioritise development priorities
- To liaise with staff from the local authority and other agencies as required.
- To provide information, awareness and training to staff on matters relating to school security.

#### Premises

- Meeting regularly with the School Business Manager (SBM) advising of any maintenance or repair work as necessary.
- To liaise with the caretaker and other appropriate staff at each campus regarding routine premises maintenance tasks and planned premises development.
- To liaise with the caretakers and lifeguards to ensure the school hydro pools are correctly heated, treated and cleaned and respond to issues accordingly and in a timely manner.
- To undertake small-scale repairs/renovations/developments at each campus as necessary.
- To undertake repairs to furniture and equipment within the constraints of health and safety requirements and manufacturer's instructions.
- To be a named key holder for the school and respond to callouts in the absence of the caretaker.
- To liaise with staff from the local authority re contracts and other premises matters.

- To be responsible for the school's premises budgets in line with Best Value principles and follow set procedures. Liaise with finance/administrative staff regarding invoices, estimates ordering etc.
- Liaise with the Office Manager with regard the lettings.
- To manage facilities based software including risk assessment, asset management and maintenance reporting.
- To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any issues as they arise.
- Responding to issues and assessing risks.
- Planning and managing relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget.
- Recommending and implementing actions for improvement that meet the organisation's needs.

#### Managing Resources

- Keep up to date with technological advice and options on energy reduction i.e. using the Carbon Trust website and contribute to the development of effective strategies for energy management, including those required to upgrade energy efficiency, that are sustainable and take account of identified best practice.
- Review school buildings and facilities to identify where improvements can be made to energy efficiency.
- Make the most efficient use of materials, equipment and consumables in facilities management practice.
- Encourage and manage recycling across the organisation.
- Adopt an approach to site management that impacts positively on the local and wider community.

#### Manual Handling

- To attain the Manual Handling Trainers qualification and provide manual handling training to staff as part of the schools staff development programme.

#### Other

- Undertake such other duties as the Headteacher from time to time may direct.

### **Person Specification**

#### Education/Training

- Good general education, able to demonstrate literacy and numeracy skills appropriate to the needs of the post is essential.
- Evidence of managing complex demands with a high degree of customer satisfaction is essential.
- Further qualification or training in Facilities Management is essential.
- Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post is essential.
- First Aid Training is desirable or willingness to undertake this.

#### Experience

- Significant experience in a management role in relation to facilities and premises is essential
- Previous experience of undertaking administrative tasks is essential

#### Knowledge and Key Skills

- Practical skills to enable minor repairs and improvements to the school premises to be undertaken is desirable.
- Ability to lead and motivate other staff is essential.
- To be highly organised with an ability to prioritise school maintenance needs, managing own workload, whilst ensuring that lower priority work is maintained is essential.
- Good interpersonal skills to establish effective working relationships with, and a flexibility and sensitivity to the needs of staff, pupils and other users of the premises e.g. lettings, contractors, parents is essential.
- Hold a current driving licence and be prepared to take the LBR test in order to be an approved minibuss driver is essential.
- Some lifting of heavy loads, subject to manual handling requirements will be required and the ability to do so is essential.
- Competent in the use of ICT, including spreadsheets and facilities based software is essential.

#### Job Circumstances

- Ability and means to travel between the schools premises and on school business on a regular basis is essential (mileage will be reimbursed in accordance with the schools procedures).
- Ability to be flexible in working hours is essential, including early mornings, evening and weekends, as well as in the event of an out of hours emergency, according to the needs of the school.
- Evidence of a strong commitment to the school as the centre of its community is essential.
- To have an up to date enhanced DBS Disclosure is essential (the school will organise this).
- To be trained or willing to train in pool plant operation is essential.

#### Other requirements (All Essential):

- Promote the vision, aims and values of the school and in so doing support its leadership.
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person.
- Contribute to overall ethos/work aims of school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Treat all users of the school and its community with courtesy and consideration.
- Participate in training and other learning activities and performance development
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- The school is committed to Safe Guarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment