

JOB ACCOUNTABILITIES

Name:	Job Title: Facilities Manager
Salary Scale: RBWM M7 Points 1-5 (FTE £40267- £44232)	Job number: ED08E5
Hours per Week: 37 hours + 156.43 hours pa contractual overtime Working pattern 7.30am to 4.30pm or 9.15am to 6.15pm (on rotation with the Site Manager) with an hour for lunch.	Actual: Basic + between £4897 - £5380 (156.43 hours @ time and a half)

JOB PURPOSE

In conjunction with the Headteacher and Leadership Team ensure that school buildings, facilities and site are maintained to a high standard and are secure. To ensure that the school transport system operates effectively and efficiently.

SCOPE OF JOB (Budgetary/resource control, impact)

Operates during and outside of school opening hours. On call for out of hours emergencies and alarms calls.

Works both indoors and within the school grounds throughout the year.

To lead on Emergency Planning procedures and operational response.

Variety of contacts including School Business Manager, Governing Body, staff, pupils, parents, contractors and suppliers.

To liaise with contractors whilst on site to ensure their safety and that of the school community is maintained and that disruption to the daily routine of the school is minimised.

To be the designated person for the management of Health, Safety and Environment including emergency, fire and lock down procedures.

To identify and address any training needs in regards to health and safety and keep appropriate records.

To contribute towards the tender process, in conjunction with the School Business Manager following CDM regulations. Suppliers to be selected using best value principles.

Direct supervision of support staff & oversight of the cleaning strategy.

Ensures that the physical school environment is maintained to a standard that allows the school to function effectively and efficiently.

To provide updates and recommendations concerning sites and facilities to the Resources Committee.

To contribute to strategic and operational planning in a busy environment, whilst maintaining a positive team ethos with excellent customer focus.

To act as key point of contact with the community/school neighbours and hirers/lettings.

The post holder will acquire knowledge and information about staff and pupils through their day to day contact and must be discrete and maintain confidentiality at all times.

To manage the school minibuses and associated training, keeping them in safe working order, this includes driving the minibuses when required.

In conjunction with the School Business Manager help to manage the expenditure for reactive maintenance, utilities, cleaning, minibus, H&S etc.

POSITION WITHIN UNIT STRUCTURE

Reports to the School Business Manager
Governing Body

Posts that report directly to the Facilities Manager
Site Manager
Assistant Site Controller

KNOWLEDGE, SKILLS & EXPERIENCE

Project & Budget Management
Supervisory and Leadership Skills
Background in Site Maintenance/management
Environmental management especially related to waste and control of pollution.
Health and Safety knowledge
At least one specialist skill area such as carpentry, electrics, plumbing, heating systems, etc. plus component skills in other associated areas
Good understanding and knowledge of CDM building regulations
Good understanding and knowledge of tender and contract procedures
Good Interpersonal skills including negotiation and influencing
ICT literate
Enthusiasm, ideas and ability to organise and prioritise own workload and build good relationships externally and internally
Able to juggle conflicting priorities in a busy and hectic environment
Must be physically fit, able to bend, lift and use step ladders work at height

JOB ACCOUNTABILITIES

Manage the school premises team ensuring that staff are aware of the priorities and that the systems in place to support the school in the achievement of its objectives, with a specific emphasis on supporting the school facilities, site maintenance and development plans. This will include the performance management and training of the direct reports.

Monitor and address long and short term Health and Safety issues, carrying out regular Health and Safety checks, and taking remedial action or referring where necessary to Leadership Link. Ensuring that emergency procedures are up to date, and tested on a regular basis, including fire drills/lock down procedures. The results of such drills to be evaluated for effectiveness and procedures updated where necessary.

Monitor implementation of H & S policy reporting non-conformance to Leadership Team and promote change/improvement where needed. Responsibility for the plant operation / maintenance of the swimming pool, ensuring appropriate training (ISRM National Pool Plant Operators Certificate Course) has been undertaken by all operatives.

To implement appropriate risk management techniques at operational level in order to implement the safe and sustained delivery of the school's objectives.

Responsible for management of the Asbestos Register, ensuring all contractors have completed a permit to work where required. Collating data to ensure the register is up to date.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse in accordance with the COSHH legislation.

To manage the schools security arrangements across the site, liaising with Leadership Team and Heads of Department where appropriate.

Ensure that the buildings and school site are secure, particularly out of school hours, in order to prevent unauthorised entry and potential damage/theft. To take remedial action where required. This will include being on call for emergencies/alarm calls.

Monitor and report regularly to the School Business Manager on the progress of maintenance and development works on site. Providing advice on possible remedial action where necessary.

Contribute towards the tender and contract procedures, ensuring that accurate evidence of best value is maintained. Work with the School Business Manager on selection of Suppliers where the value of the contract exceeds the budget allocation in the school development plan.

Work with the School Business Manager or members of the Leadership Team in the investigation and implementation of any future building projects including applications for Condition Improvement Funding (CIF) and other capital bids.

Provide information and advice to the School Business Manager on a range of buildings and grounds issues to enable appropriate action to be taken. This will include obtaining advice from Building Services contractors and outside agencies.

Work with and give advice to the School Business Manager to identify the annual maintenance plan and longer term maintenance requirements in order to plan a cost effective maintenance programme. Progress plan once agreed only referring more complex problems to the School Business Manager.

Identify daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.

Liaise with contractors whilst on site, ensuring that work is completed in line with the specification and to the required standard whilst ensuring that the school safeguarding procedures are followed, adhering to all Keeping Children Safe in Education guidance. Take appropriate action to resolve problems, involving the School Business Manager when an agreement cannot be reached.

Liaise with School Business Manager, and other staff to ensure that all works are carried out with minimal disruption.

Monitor cleaning standards in school, reviewing them regularly with the Site Manager and taking action when necessary to ensure the school is a clean environment for staff and pupils. Updating cleaning schedule as necessary and referring any issue to the School Business Manager.

Manage Grounds Maintenance Contractors and oversee the general presentation of the school grounds in line with standards agreed with the School Business Manager and take appropriate remedial action where necessary.

Oversee the waste management and control of pollution for the premises, ensuring that waste is collected in a timely manner and compliant with Legislation.

Oversee the maintenance of the school minibuses in conjunction with the School Business Manager, ensuring that all maintenance checks are carried out and remedial action is taken where necessary to ensure the safety and security of the students and staff using the minibus.

To manage the use of the schools car parks for events and functions.

Ensure that all records and associated paperwork are complete in line with the schools requirements and to meet processing deadlines.

Perform duties in line with Health & Safety rules and to take remedial action where hazards and risks are identified. Where hazards and risks are serious, take immediate action and report to line manager immediately.

Basis of additional 156.43 hours p/a:

- 3 hours per week of the contractual overtime is based on a 40 hour working week: Monday to Friday 7.30am-4.30pm or 9.15am-6.15pm on a rotation agreed with the Site Manager = 156.43 hours
- Any hours additional to those detailed above – e.g. evening meetings, covering for absent staff are worked by negotiation and are payable via time-sheets.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

This job description will be subject to review on an annual basis, or

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Person specification

Key Criteria	Essential	Desirable	How measured
Competence summary (knowledge, skills, abilities, experience)	<p>Experience of Site / Facilities Management</p> <p>Experience of relative trade e.g. plumbing, construction, electrical</p> <p>Knowledge of heating and boiler systems</p> <p>Experience of working with contractors</p> <p>Experience of taking responsibility for the security of a building</p> <p>Excellent planning, organisational and communication skills to include time management</p> <p>Knowledge of all relevant Health and Safety requirements / code of practice / legislations including risk assessments COSHH, manual handling, fire safety and working at height procedures and precautions</p> <p>Ability to use a range of basic tools</p> <p>Computer literate with administrative skills</p> <p>Willingness to undertake regular professional training</p> <p>Willingness to work outside of school hours and participate in the on-call rota</p> <p>Flexibility to adapt to change whilst maintaining predefined standards</p> <p>Ability to work as part of a team but also confident in working individually without close supervision</p>	<p>.</p> <p>Experience of working in a school or education environment</p>	<p>Interview/ Professional References</p> <p>Interview/ Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p> <p>Interview/ Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References/Certificates</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p> <p>Interview/Professional References</p>
Other Requirements	<p>Eligible to work in the UK</p> <p>DBS checked</p> <p>Full clean driving licence</p>		<p>Passport/Birth Certificate/ Visa/Share Code</p> <p>Enhanced DBS to be completed in school after interview stage</p> <p>Driving Licence</p>

This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.
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Post holder's signature _____ **Name** _____ **Date** _____

Manager's signature _____ **Name** _____ **Date** _____

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