



Job Description

Job Details

Job Title:	Facilities Manager
Hours:	Full-Time 40 hours per week
Salary:	£35,000
Terms and Conditions:	Annual Leave – 33 days per year includes Bank Holidays
Location:	Acorn Park School, Mill Road, Banham, Norfolk
Responsible to:	Principal
Reports to:	Principal

Acorn Park School Norfolk is a Residential and Day Special School offering Care and Education for students aged 4-19 years with Autism and either Moderate or Severe Learning Difficulties and a transitional residential care home for student's post 19. Acorn Park School is part of the Acorn Care and Education Group.

Job Purpose:

The Facilities Manager will sit on the senior leadership team and will contribute to the growth and development of the service. Accountable for the delivery of quality, efficient, collaborative support services to the Care and Education teams. The Facilities Manager will have line management responsibility for delivery of;

- Reactive maintenance and Pre planned preventative maintenance (PPM)
- Contractor/contracts approval and reviews
- Catering
- Housekeeping
- Front of House
- Site Safety and Compliance
- Asset Management
- Vehicle Management

The Facilities Manager will with the support of the senior leadership team and the Acorn Care & Education Central Team undertake a full review of the existing estates, catering and domestic teams and make recommendations on how to best deliver services including identifying clear deliverables, team structure and efficiencies.

The Facilities Manager will be accountable for site safety, health and environmental compliance and will support the senior leadership team in the continued development of best process and policy.

General Responsibilities:

- To be responsible for the provision of a safe, secure, well presented environment to our children and young people, staff, parents and other stakeholders.
- To be responsible for ensuring operational compliance with all necessary standards and legislation within the facilities teams remit.
- To be responsible for the procurement and management of third party contracted services, to include on-going management of approved contractor register
- To be responsible for ensuring a comprehensive preventative planned maintenance programme is undertaken.
- To be responsible for the financial performance of the facilities team, including supporting the senior leadership team with the development of operational and capital Expenditure budgets.
- To be responsible for the delivery of a quality catering offering that meets the needs of the children and young people at Acorn Park.
- To be responsible for the delivery of an effective house-keeping service to meet the needs of the children and young people at Acorn Park.
- To be responsible for the school office including management of resources and front of house protocols.
- To support the senior leadership team and the Acorn Care and Education Central Team in the identification and development of procedural and investment opportunities for growth.
- To support the operational teams in the delivery of an outstanding provision.
- To be responsible as the nominated site IT Champion to support the growth of the site.

Staff management

- To manage all staff employed within the facilities team.
- To be responsible for staff development, training, motivation and discipline within the team, including the planning, allocation and evaluation of work carried out by individuals and provide feedback and recognition to staff on their performance.
- To ensure team rotas and holidays are effectively managed to deliver the necessary level of service.
- As needed, recruit staff, including requests, and ensuring relevant training and induction is carried out.
- To attend training courses as required by Acorn Park School and the Acorn Central Team.

Further responsibilities:

- To maintain an appropriate awareness of, and work effectively within the policies and procedures of Acorn Park School participating in appropriate processes, e.g. Appraisal, Continuing Professional Development, etc.
- To chair the organisations Health & Safety Committee.
- To undertake any other duties as may be reasonable required commensurate with the role.

Other:

- Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
- To actively participate in supporting the principles and practice of equal opportunities issues in accordance with the organisation's policies and to work positively towards anti discriminatory and anti-racist practice.
- Follow relevant Health & Safety procedures and raise awareness among staff, contractors, pupils and other users.
- At all times and on all occasions to promote and comply with the Acorn Care & Educations commitment to the Safeguarding of the vulnerable children and young people in our care.
- Must hold a valid driving licence.

Qualifications, Experience and Key Skills

- Previous multi-building Facilities Management experience. Relevant professional qualification or membership of a professional body desirable. (BIFM)
- Comprehensive experience of Risk Assessment(s) and Health and Safety Management (ideally IOSH qualified) covering such areas as Managing Contractors, Fire Safety, (Legionella, Asbestos) and COSHH regulations.
- Strong project management skills, including liaising with statutory authorities.
- Strong inter-personal skills to maintain good relationships with the local community, statutory authorities, contractors and staff.
- Comprehensive knowledge of current building regulations
- Competent IT user, trained in the use of MS Office including Word, Excel, Outlook (Powerpoint). (Other IT use would include online Facilities Managers tools/asset registers)

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.