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| focus_logo_x**Facilities Manager (Including overall responsibility for Health and Safety and providing support as a Science and DT Technician)*****Job Description*** |

**JOB PURPOSE**

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| To ensure efficient systems are deployed throughout the leadership team working with trust and staff members To ensure Health and Safety matters and processes are properly administered To ensure efficient and timely maintenance of the site |

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| The key duties include but are not limited to the following: **Specific DUTIES** **Site Maintenance*** Organise and liaise with service contractors to deal with site maintenance issues as they arise

**Health & Safety*** Maintaining manual and computerised Health and Safety files records/management information systems.
* Producing lists/information/data as required for the H & S Trustee
* Assist the team by maintaining good relationships with staff, contractors, representatives and external agencies.
* Ensure checks and monitoring of fire-fighting equipment, first aid kits, defibrillators etc.
* Working with external trainers to ensure Health and Safety training qualifications are maintained
* To oversee Health and Safety on the school site
* Conduct the weekly fire alarm checks and maintain effective records
* Ensure staff have received adequate H & S training
* Ensure compliance with the H & S policy
* Welcome One Buses onto school site in a morning
* Noting, monitoring and reporting any defects in the school buildings to the Head teacher.
* Produce a Termly report for the Head teacher and Trustees re: Health and Safety issues and Building Maintenance working with the H & S officer
* To work with the Health and Safety Trustee as required
* Monitor the work of contractors working on site
* Supervision of cleaning staff and monitoring of cleaning standards
* Compilation of work duties and rotas of cleaning staff
* Oversee cleaning staff time sheets
* Conduct monthly H & S audit
* Complete the annual review of risk assessments in the school

**OTHER KEY Duties*** School’s Ethos, Values and Guiding Principles are supported
* Efficient systems are in operation to capture, analyse and report on all relevant data to support school development as required
* Efficient processes are in operation for team communication

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the Focus ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy
* Comply with and support the implementation of all School and FLT policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**Technician*** To ensure compliance with COSH
* To assist the Science teacher with preparation of resources needed for the lessons
* To assist the food teacher with preparation of resources needed for the lessons
* To assist the Art, Craft and Design teacher with preparation of resources needed for the lessons
* Conduct regular termly H & S audit on the practical subjects

**SAFEGUARDING** |
| Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check. **HOURS OF WORK**The role is offered as a full time role but on a split basis.Start at 7am until 11am2pm – 6pm.They will be key holders for the school and responsible for opening and closing of the school on a day to day basis.The role will be based at Ridgeway Campus, Ridgeway, Scunthorpe from September 2018. Any candidate that can start earlier will be located at Cottingham Campus, East Riding of Yorkshire. The candidate will work through the summer holidays assisting in the move to the new campus.The candidate will have 5 weeks holiday per year plus bank holidays.Contracted days will be Monday – Friday.  |

**Reporting To**

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| * Reporting to the Headteacher and Health and Safety Trustee
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| **Employee Signature:** |  |
| **Head Teacher Signature:** |  |
| **Date:** |  |