

JOB DESCRIPTION

Date

**June
2018**

Job title:	Facilities Manager
Reporting to:	Business Manager
Department/School:	Downsend School
Scope:	Downsend Prep School Pre-Preps at Ashted, Epsom, Leatherhead
Checks:	DBS, Overseas checks and References

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we have built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

Within the Downsend Group there are four sites. The Facilities Manager will have overall line management responsibility for a team of staff committed to maintaining and improving the environment for all our pupils, staff and visitors.

Key Responsibilities

- Developing and managing the site team to create and maintain a high level of service across all sites
- Maintaining the buildings and grounds
- Overseeing an annual maintenance schedule to include statutory maintenance and annual inspections
- Developing an on-going 3 year site plan to include rolling programme of redecorating and refurbishment
- Preparing the specification and managing minor works and refurbishments as and when required
- Undertaking the client role with contractors, to ensure compliance and best value
- Quality assuring third party contracts including the grounds maintenance contract and cleaning contract
- Managing the site team rota to accommodate out of school hours activities and lettings
- Overseeing pupil transport and inter site transport
- Maintaining swimming pool and specialist facilities
- Site health and safety including premises risk assessments
- Ensuring all legal and compliance obligations relating to site safety are met

Person Specification

Knowledge, Skills and Experience

The Facilities Manager will be highly motivated, forward thinking, proactive, resourceful and able to demonstrate a problem solving mentality. The Facilities Manager will be able to demonstrate; a strong background in facilities and estates management; excellent knowledge and proven experience of Health and Safety legislation; proven ability to establish and maintain excellent working relationships at all levels.

Management

- Successful evidence of line managing a number of team members and implementing appropriate facilities management strategies including challenge, support and participation to ensure best outcome
- Successful evidence of the development and implementation of building projects
- Successful evidence of managing whole school facilities planning initiatives and implementing agreed outcomes
- Ability to demonstrate determination to secure sustainable improvements, plus the skills to turn high aspirations into realities
- Ability to deal with real and sometimes difficult issues in a confident, fair and consistent way

Qualifications

- Good general qualifications including GCSE English and Maths
- Appropriate Health and Safety and Buildings Management qualifications

Skills

- Excellent time management skills and the ability to prioritise under pressure and to meet deadlines
- Excellent ICT skills including MS Office
- Excellent communication skills
- Ability to build positive relationships with a wide range of people
- Ability to plan, implement and monitor strategies
- Ability to take action to ensure the desired results are secured
- Ability to evaluate information and data effectively, prioritise, plan and implement appropriate interventions
- Practical skills, these may include carpentry, painting and decorating and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines
- Excellent attendance record
- Determination and perseverance

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- 28 days holiday
- Lunch provided

Signed: Date:

Name (Print):