



JOB DESCRIPTION: FACILITIES MANAGER

<u>Post Title:</u>	Facilities Manager
<u>Responsible to:</u>	The Principal via the Senior Assistant Principal (Finance & Resources)
<u>Purpose:</u>	To lead the estates and facilities management services for the College.
<u>Liaising with:</u>	All staff and students and estates management colleagues in particular.
<u>Context:</u>	Loreto College is a large, heavily oversubscribed, sixth form college with over 3,300 students, the vast majority being 16-18 year olds, and over 250 staff. It is a highly successful college, with a national reputation for excellence. At its last inspection, Ofsted awarded the college Grade 1 (outstanding) in every category it inspected. Since 2004, the whole campus has been redeveloped at a cost of some £40m and we now operate from 6 modern buildings occupying over 18,000 square metres. There is also a nineteenth century grade 2 listed chapel & approximately 10 acres of sports fields and gardens.

Main Duties and Responsibilities

- To coordinate and lead the premises team to cover various areas of responsibility;
- To use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- To project manage, supervise and coordinate the work of contractors for all planned and reactive maintenance and small project works;
- To manage a substantial budget;
- To calculate and compare costs for required goods or services to achieve maximum value for money;
- To develop and lead plans for ensuring that the College uses resources in an efficient and sustainable manner including energy and water;
- To assist in planning for future development in line with strategic objectives;
- To manage and lead change to ensure minimum disruption to core activities;
- To direct and plan essential central services such as, security, maintenance, cleaning, waste disposal and recycling;
- To liaise with the security and cleaning contractors to ensure objectives are being met for the provision of those services.
- To liaise with the Catering Manager and the Director of Administration and College Services to ensure that a first class service is provided for all college events.
- To ensure that the buildings and College activities both on-site and off-site meet health and safety requirements;
- To ensure that the College remains at all times compliant with relevant statutory responsibilities;
- To maintain accurate records of planned maintenance and statutory inspections
- To ensure suitable and sufficient risk assessments are completed for all college departments and are regularly reviewed by the relevant staff members.
- To maintain accurate records of all college risk assessments

- To check that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- To respond appropriately to emergencies or urgent issues as they arise both within and outside normal working hours;
- To prepare documents to put out tenders for contractors;
- To provide written reports as necessary for the Senior Assistant Principal;
- To assist in the development and maintenance of accurate records of college facilities assets and equipment;
- To embrace Loreto's philosophy of customer service to the users of the facilities so that focussing on improving the service provided to them is invariably the starting point for the interpretation and execution of all instructions.
- To prioritise tasks appropriately;
- To deal with and participate in day-to-day tasks such as the set up of furniture for meetings, events and other activities;
- To assist staff and/or students whenever so doing would not delay or prevent the execution of the tasks specified above;
- To be aware of equality and to demonstrate these principles in all aspects of work.
- To understand the college's Safeguarding and Health & Safety policy and to work within its guidelines
- To maintain a record of health & safety related training for college staff and arrange training courses where appropriate
- To ensure that suitable and sufficient risk assessments are completed for all college trips and visits

Out of hours work

Due to the nature of the work, some out of hours work (evenings and weekends) will be necessary, for example, to supervise external contractors. This will be arranged in advance, unless emergencies arise, with time in lieu offered as compensation.

Whistleblowing

All Premises staff have a specific and explicit duty to inform Senior Management if they are or become concerned that poor or inappropriate practice or procedures threaten the safety or integrity of all or any part of the college's activities.

Staffing

The Estates team will comprise the Facilities Manager, the Deputy Facilities Manager & 3 Full-Time Site Supervisors. Cleaning is provided by a combination of our own staff and an external contractor. In addition Security and Catering are provided by external contractors.

Staff Development

- To undertake staff development where appropriate.

Deployment of Staff

- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To assist with the implementation of College quality procedures including the writing of an annual departmental self assessment report and development plan.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with staff & students, attending meetings of the Student Council when required.
- To be a member of the College's Health & Safety Committee.
- To liaise with the Director of Administration and College Services and attend meetings of the College Services Group.
- To liaise with relevant external bodies as appropriate (Police and Fire Services, Environmental Health, etc.)
- To liaise with local residents when required.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To ensure the maintenance of an attractive working environment
- To maintain the asset register and planned/reactive maintenance register
- To manage the various delegated budgets in accordance with Financial Regulations and Procedures.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.

PERSON SPECIFICATION: FACILITIES MANAGER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
A minimum 5 years experience of managing estates and facilities staff and external contractors in a campus type environment (client-side or service provider)	✓		Application, Interview
Experience in managing budgets of circa £100,000 per annum	✓		Application, Interview
Experience in managing health and safety and statutory compliance	✓		Application, Interview
Experience of working in an educational establishment		✓	Application, Interview
Skills and Knowledge			
Risk management in FM. Understand physical risks to health and safety, financial risks, reputational and operational risks in relation to buildings and facilities services; the potential impact on the College and its stakeholders and the risk avoidance and mitigation strategies available to manage risks.	✓		Application, Interview
Financial Management in FM. The ability to prepare annual budgets, report progress against budgets and introduce strategies to control any projected overspend.	✓		Application, Interview
Managing People in FM. Demonstrate the capability to manage effectively to develop high performing teams: identifying training needs, motivating and mentoring individuals, setting and monitoring objectives and dealing with dissatisfaction and disputes.	✓		Application, Interview
Managing relationships with suppliers and specialists in FM. Assisting the Senior Assistant Principal (Finance & Resources) with various tender and selection processes; monitoring performance against contract requirements, service level agreements and key performance indicators; assessing quality standards and addressing poor performance; maintaining regular contact through formal and informal contract meetings and reviews.	✓		Application, Interview
Sustainability and environmental management. Working with the Environment Group to develop and implement strategies for limiting and reducing the College's environmental impact; working with direct staff, suppliers, other colleagues and students to promote waste reduction, re-use of materials, recycling and reducing waste to landfill. Being responsible for Waste Management Plans & record keeping,	✓		
Energy and utilities management. Monitoring and recording energy and utilities usage to identify any unusual consumption. Dealing with M & E contractors to address any over consumption and to ensure that BMS systems, controls, etc are regularly re-commissioned to ensure optimum efficiency. Developing and implementing energy and water conservation strategies involving direct staff, suppliers, other colleagues and students.	✓		Application, Interview
Customer service in FM. Demonstrate a deep commitment to customer) service by always seeking to meet or exceed expectations.	✓		Interview
Property, building fabric and building services maintenance. A measure of technical understanding is necessary in order to seek advice from, monitor and direct specialists.	✓		Interview
Support service operations. A measure of understanding of the quality and value of soft services (cleaning, manned security, etc) is necessary to monitor and direct staff or service providers.	✓		Interview
Qualifications			
Level 4 or higher qualification in building services, building or facilities management or a technical trade qualification with relevant experience	✓		Application
GCSE Grade C/Grade 4 or better in Maths & English	✓		
IOSH Managing Safely	✓		Application
Membership of the British Institute of Facilities Management		✓	Application
NeBOSH General Certificate	✓		Application
A relevant degree level qualification or equivalent experience		✓	Application

	Essential	Desirable	Method of Assessment
Attitude and Impact			
Excellent interpersonal skills, able to communicate to people of a wide range of technical and non-technical backgrounds.	✓		Interview
A desire to aim for a continual improvement in service, management and maintenance of college buildings and services. Proactive with a high level of initiative, capable of identifying new work and improvements independently.	✓		Interview
Smart in appearance and manner	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Experienced and proficient Microsoft Office and, in particular, Microsoft Excel user	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>* to follow an initial offer of employment</i>			

SALARY AND CONDITIONS OF SERVICE

This is a full-year post, working Monday to Friday between 8.30am to 5.00pm, 37 hours per week but out of hours work will be required.

Salary will be on the Sixth Form Colleges' Support Staff Scale point 44-47.

Support staff salary spine from 1 Sept 2017:

Spine Point	Amount
44	£35,442
45	£36,322
46	£37,199
47	£38,078

Selection and Interview Arrangements

Along with your application form please include a cover letter indicating why you are applying for this role.

Closing date for receipt of applications is Monday 25th June 2018. We will not be able to accept applications after this date, except in exceptional circumstances.

Shortlisted candidates will be contacted by telephone and email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.

If you would like to discuss the post informally by phone please contact Noreen Poole from the Personnel Department on 0161 226 5156 who will set up contact with the Senior Assistant Principal (Finance & Resources)

In the interests of economy, we ask applicants to accept that if they have not heard from us within three weeks of the closing date that they have not been selected for interview.

A telephone debriefing is available to any candidate who requests one.

If you are unsuccessful on this occasion we would like to thank you for the interest you have shown.

Rehabilitation of Offenders Act 1974

The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.

You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.