**Job Description**

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| **Name:** | **Date:** September 2017 | |
| **Job Title:** Facilities Manager | | |
| **Job Purpose:** To manage all aspects of the Academy Estate, including health & safety, and to liaise with all key contractors. | | |
| **Salary Grade: Bucks Pay Range 4** | | **Hours:** 37hrs per wk 52 weeks a year (core day with flexibility for out of hours cover if required) |
| **Line managed by:** Finance Director | | **Line manager and Academy Liaison for:** Outsourced caretaking team, outsourced cleaning team, all key contractors and the in-house groundsman. |
| **Key Accountabilities:**   1. The provision of effective and efficient management of the academy site and site team, to provide a clean, healthy and safe environment for users of the premises, grounds and equipment 2. To assist the Finance Director in facilities planning and the delivery of agreed projects and development plan for the site. 3. To monitor and ensure the operation of reactive and preventative maintenance works as required and to submit maintenance job requests via the contractors helpdesk system. 4. The management of all premises related contracts and services including the provision of required KPI reporting and budget management ensuring best value at all times. 5. To ensure compliance with relevant legal and statutory health & safety matters within the work undertaken by the site team 6. To provide health & safety advice & guidance to the whole school community 7. To be responsible for overseeing all other environmental/energy matters on behalf of the Academy | | |
| **Key Tasks:**  **Management**   1. To be the key contact and liaison between the Academy and the outsourced Maintenance Contractor ensuring the contract is optimised and carried out according to its obligations. To meet with the contractor and regularly review performance. 2. To be the key contact and liaison between the Academy and the outsourced Caretaking team ensuring the contract is carried out effectively and according to its obligations. 3. To be the key contact and liaison between the Academy and the outsourced Cleaning Contractor ensuring the contacts is performed optimally and according to its obligations. To meet regularly with the regional manager and review the operation of the contract. 4. To manage and supervise the work of Academy groundsman. 5. To be the key contact and liaison between the Academy and the external grounds maintenance contractor. 6. To liaise effectively with all contractors and suppliers as required in connection with site facilities and services. 7. To project manage all site developments and small projects as agreed with the Finance Director liaising where required with contractors and advisers.   **Site and Premises (tasks can be delegated to site team at Facilities Manager’s discretion)**   1. To assist the Finance Director in relation to improvement and capital works programmes and to contribute to the development of the school’s Asset Management Plan, strategic planning and major projects. 2. To organise and manage a programme of routine maintenance, re-decoration and servicing ensuring that the schools financial procedures and tender requirements are observed. To ensure that all emergency maintenance is carried out promptly engaging trade skills/contractors as required. 3. To maintain a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc…. 4. To be responsible for the correct maintenance and operation of the lifts and automatic doors around the site, including liaison with the relevant contractors to ensure that the lifts/doors are working effectively to meet the needs of all our students, staff and others 5. To be responsible for the effectiveness of and maintenance of all heating and service installations, including the timings of the heating system for academy and hirers use. 6. Take measures identified and recommended as the Energy and Environmental Manager to improve the efficiency and reduce the running costs of the heating operations as part of an ongoing carbon reduction commitment. 7. To ensure that any janitor/spot cleaning requirements are delegated effectively as required and routine janitor responsibilities undertaken as instructed. 8. To ensure that all teaching areas are in good order and furnished to minimum requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings. 9. To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice 10. To act as the point of contact for on-site contractors and to liaise where necessary with surveyors and other consultants. 11. To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health 12. To meet on a regular basis with the Finance Director and provide reports on site and Health and Safety issues as required, reporting when necessary to the Governor Management and Finance Committee. 13. To work with the Lettings Administrator to develop the academy facilities for out-of-academy use and ensure the provision of premises and facilities as required by hirers, e.g. heating, parking 14. To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities 15. To ensure that portable appliance testing and fixed wire testing is carried out as per legislative guidance   **Grounds**   1. To manage grounds maintenance contractors and ensure that the ground maintenance works are fully completed, including the summer and autumn change over and in readiness for key events. Eg Sports Day 2. To be responsible for the condition of the site’s fences and gateways and to take action to repair, maintain and improve the perimeters 3. Out of normal working hours cover will be required from the Facilities Manager in the event of a severe or exceptional impact resulting from weather or other external event/conditions to coordinate the site team with an appropriate response.   **Security**   1. To act as an emergency out-of-hours contact with key holder responsibilities if required beyond the existing call out arrangements currently in place under the maintenance contract. 2. To ensure the effective operation of fire and burglar alarms and to liaise with relevant contractors. 3. To manage the school’s CCTV network and to assist staff in reviewing/recording incidents, etc 4. To contact and liaise with police and alarm company in the event of any unauthorised entry/ security risk 5. To maintain an accurate and complete record of all security-related incidents 6. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through 7. To ensure that the site facilities to support Lockdown remain effective and are tested regularly. 8. Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.   **Site Related Health & Safety**   1. To ensure that all aspects of health and safety within the scope of the site team and site contractors are managed according to current legislation and policy 2. To monitor the site, including contracted works being undertaken, ensuring that the health & safety regulations are adhered to and to establish safe working practices, and ensuring that appropriate PPE is used at all times and risk assessments completed and updated as required and requested 3. To be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the academy for the maintenance, operation and upkeep of the fire alarm system. 4. Carry out regular safety inspections of all site buildings, plant & equipment and records of safety checks on key equipment. 5. To ensure that all site staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported according to legislation and guidance as well as using the Academy accident reporting system. 6. To oversee or undertake any reasonable activity in regard to Health and Safety as requested by the Finance Director. Eg Ensure that maintenance contractor has carried out emergency light testing or legionella testing.   **Health & Safety Responsible Person Responsibilities**   1. To ensure that all health & safety related paperwork (including paperwork required by external agencies) is completed as required and kept up to date at all times. 2. To ensure that staff complete the appropriate risk assessments for all relevant activities/events/trips/tasks etc… 3. To provide guidance to all staff regarding health & safety policy and procedures, and report any incidents of non-compliance to senior management 4. To meet any requirements in respect of records to be maintained in relation to asbestos. 5. To set up and chair regular health & safety committee meetings. 6. To be the main point of contact for the HSE and any other external health & safety agencies as required 7. To oversee and manage the health & safety resources budget 8. To prepare regular health & safety reports for SLT & the Academy Governing Body 9. To liaise with and report to as required, the Governor with responsibility for health & safety 10. To ensure that personal knowledge re health & safety regulations/statutory duties are kept up to date through continued professional development, and that this is evidenced should proof of competence be required – for e.g. through membership of IOSH and attendance at seminars, other training and development courses. This would then ensure that appropriate and up to date advice and guidance can be provided on all key areas relevant to the Academy and its’ operational requirements 11. Keeping up to date with new legislation that affect the Academy and its’ community 12. Coordinate and participate in the investigation of accidents and near misses 13. Review and analyse accidents and near miss incidents and making corrective action recommendations 14. Supervises the regular inspection of firefighting, safety and emergency response equipment 15. Leading in-house training with managers and employees about health and safety issues and risks 16. Keeping records of inspections findings and producing reports that suggest improvements; 17. Keeping records of incidents and accidents and producing statistics for managers; 18. Managing and organising the safe disposal of hazardous substances, e.g. asbestos   **Environmental & Energy Responsibilities**   1. To oversee the waste disposal contract for the Academy ensuring that this is done so effectively, making use of recycling options where possible 2. To work with the Student Council to create and oversee an Academy Recycling Policy which is adhered to, thereby reducing the overall waste for the school 3. To work with our on-site caterers to reduce waste consumption 4. To monitor our utility consumption, making recommendations where possible as to how this can be better managed and used more effectively 5. To investigate alternative sources of energy for the Academy 6. To work with our utility brokers ensuring that we have the most efficient and effective contracts in place, preparing recommendations for the FD to present to Governors re contractual changes as needed 7. Make proposals to the FD on matters relating to energy control, consumption and conservation   **Budgets & Finance**   1. To manage site related and health & safety budget cost centres in line with best value principles (Repairs & Maintenance budget managed jointly with the Finance Director) 2. To ensure that correct procurement processes (quotations/tenders, order of goods/materials, authorisation of invoices, exercise of budgetary control, etc ) are carried out in accordance with the school’s financial regulations 3. To liaise with contractors to obtain competitive estimates and quotations, to monitor and verify works completed and to ensure that all obligations to the school are met. 4. To review existing contracts to conduct timely and regularly reviews to ensure best value at all times. Maintain the contract register updating termly. 5. To monitor the cost-effectiveness of delivery and to initiate actions that ensure value for money in all day to day premises-related expenditure 6. To monitor the use of energy and water and to implement energy- saving strategies where possible. 7. To contribute to the maintenance of the site’s fixed asset register   **Lettings**   1. To work with the Lettings Administrator planning the holiday schedules in advance, ensuring that appropriate lettings cover is in place at all required times (during the week) and to communicate with them the requirements of the lettings calendar/clients to ensure that these are met 2. To ensure that key holding cover is in place for the weekend and ad hoc hirings   **Other tasks**   1. To liaise with the external minibus maintenance contractor ensuring the minibus is appropriately tested periodically in line with current legislation and is used lawfully and within the restrictions of legislation and insurance. 2. To organise and manage the use of the school’s minibus , including diary organisation/hire, cleaning, repair and maintenance, organisation of MOT, garage delivery/collection, etc 3. To ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records 4. To liaise, where necessary, with external agencies to ensure that the Academy meets its minimum statutory requirements. 5. To maintain an up-to-date knowledge regarding disabled access issues; to contribute to the school’s accessibility plan and related improvements to facilities. 6. To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards 7. Appropriate professional appearance and dress is required at all times. To ensure the efficient receipt, storage and distribution of incoming goods and deliveries   **General responsibilities**   1. To be aware of and work in accordance with the school’s child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty 2. To produce risk assessments, user manuals or training procedures in line with the Academy’s procedures 3. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection) 4. To maintain confidentiality of information acquired in the course of undertaking duties for the Academy 5. To be responsible for your own continuing self-development, undertaking training as appropriate 6. To attend and contribute to relevant management meetings within the Academy as and when 7. To up hold the ethos and standards established within the Academy and contribute to improvement at all levels 8. To undertake other duties appropriate to the grading of the post as required | | |
| **Person Specification**  **Academy Specific (all staff)**   * Excellent communication skills and the ability to communicate effectively at all levels (E) * Ability to organise and prioritise tasks effectively (E) * Ability to use initiative (E) * Ability to work well under pressure (E) * Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy (E)   **Role specific**   * To have a proven track record at middle management level within an organisation (E) * To have the relevant training/qualifications to be the Academy’s health & safety “competent” person (E) * Ability to manage complex operational demands with a high degree of customer satisfaction (E) * Excellent line management skills to lead motivate and inspire a team (E) * A good understanding of plant and equipment typically found on a large secondary school site (E) * To be able to delegate effectively ensuring accountability is maintained and results are achieved. (E) * Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (E) * Evidence of a strong commitment to the academy as the centre of its community is essential (E) * Good interpersonal skills to promote good working relationships between estates staff, external consultant’s staff and students. (E) * Good understanding of financial management and budgetary control strategies.(E) * Evidence of previous project and KPI management experience ( E ) * Experience of procurements including best value principals (E) * Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met (E) * Ability to work to tight deadlines and to take responsibility for meeting agreed targets (E) * Commitment to continuing professional development (E) * High level of proficiency in the use of Microsoft Office Word and Excel skills (D) * Clean driving licence with D1 category or equivalent (D) | | |

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed

Employee Date

Line manager Date