

**THE HOWARD PARTNERSHIP TRUST
EASTWICK SCHOOLS**

FACILITIES AND PREMISES MANAGER

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
S6 S6 £10,027 pa - £11,506 pa pro rata (£20,628pa - £23,669paFTE)	Facilities and Premises Manager Mon – Fri 17.5 hours/ 52 weeks Additional hours as required for duty cover for caretaking absence Holidays to be scheduled according to the needs of the business	<p>Directly responsible to The Partnership Head of Facilities & Premises and key relationship with the Head of School</p> <p>Directly responsible for the Eastwick caretaker</p> <p>To be responsible for ensuring the safety and security of the School site through co-ordination and management of the Caretaking team. To maintain and improve the School facilities providing practical solutions and alternatives to meet the needs of both internal and external customers.</p> <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> Co-ordinate and manage the health and safety reporting process including attendance at regular Health and Safety Committee meetings Be responsible for organising health and safety inspections of the School premises & facilities. To ensure any remedial actions required are identified and carried out by the School's Facilities team in a timely fashion Be the first point of contact for dealing with health and safety issues, be knowledgeable on procedures and specific contacts and duties Ensure risk assessments are undertaken as necessary in respect of manual handling, display screen equipment, control of substances hazardous to health, noise and personal protective equipment. Refer outcomes to The Partnership Head of Facilities and Premises 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> Excellent administrative and inter-personal skills Excellent time management, well organised and able to prioritise workload, both individual and shared Hardworking and committed Proactive and adaptable Punctual Excellent attention to detail Physical ability to carry out manual handling tasks e.g. lifting, climbing and moving of items Able to work to under pressure and to deadlines Able to work alone or in a team Highly confidential Uphold and support the School's policies and procedures on the 	<p>Line Management experience is essential.</p> <p>Good general education.</p> <p>Knowledge of basic site maintenance and good practices in building services e.g. heating, plumbing, carpentry, electrical etc. is desirable.</p> <p>Proficient in writing reports and producing excel spreadsheets.</p> <p>Experienced in the use of Microsoft Office to include Word and Outlook.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> Induction training On job training Training for specific responsibilities of the job Safeguarding training Support Staff Appraisal The job holder will be expected to participate in training and personal development opportunities

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		<p><u>Fire & Security</u></p> <ul style="list-style-type: none"> Review, maintain and implement the fire safety procedures working with The Partnership Head of Facilities and Premises and the Head of School Undertake an annual risk assessment survey of the School site security. Report outcomes and recommend enhancements where appropriate by reporting to line management Ensure appropriate site security systems are in place, including opening and closing at the beginning and end of the school day as required Be a key holder for the school Be a point of contact on all security and emergency call outs Respond to security issues in a timely manner, liaising with the Police as necessary <p><u>Site Maintenance</u></p> <ul style="list-style-type: none"> Arrange, carry out and manage effective repairs and improvements, liaising where directed with private contractors Plan an annual programme of maintenance works under the direction of The Partnership Head of Facilities and Premises, monitoring the quality and delivery of projects by external contractors and by the school's own Facilities team To carry out first line School maintenance repairs e.g. Electrical work, plumbing, painting and decorating, carpentry, glazing. 	<p>safeguarding of young people</p>	<ul style="list-style-type: none"> Maintaining a current minibus licence and driving as required <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Baring Service (DBS).</p> <p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.</p>
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		<ul style="list-style-type: none">• To keep the site clean and tidy, picking up litter as required.• To carry out regular maintenance checks around the site• Co-ordinate incoming maintenance requests from staff, including the organisation of furniture and delivery moving, cleaning and all other facilities related issues• Co-ordinate and manage any facilities, site, building, refurbishment or relocation-related projects where the size of the project can reasonably be managed internally, under the direction of The Partnership Head of Facilities and Premises• Liaise, where necessary, with appropriate Local Authority Officers• Respond to all meeting room requests from staff, scheduling in the appropriate calendar• Maintain premises and facilities related records under the direction of The Partnership Head of Facilities and Premises and make returns as required by the school and the Local Authority. These include but are not limited to: Condition Survey Report, Asbestos Register, utility consumption, cleaning return, insurance claims• Provide accurate and regular information in a timely manner as required by the The Partnership Head of Facilities and Premises and Head of School• Monitor standards of grounds care and report outcomes to The Partnership Head of Facilities and Premises		
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		<ul style="list-style-type: none"> Promote, co-ordinate and manage the Lettings process both internally and externally, liaising with other managers as appropriate and responding to call outs as necessary Co-ordinate the maintenance and servicing of the school minibus, keeping records up to date as appropriate, including tax and insurance <p><u>Cleaning</u></p> <ul style="list-style-type: none"> Monitor standards of cleaning provided by the school's cleaning staff or contract cleaning staff reporting outcomes to The Partnership Head of Facilities and Premises To participate in ensuring the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site. <p><u>Portering</u></p> <ul style="list-style-type: none"> To Manage and assist in the provision of a portering and furniture moving service to ensure supplies are in place and School activities proceed To dispatch and take delivery of goods and materials To set out and clear furniture as required Be prepared to take the School minibus test and drive the School minibus as required <p><u>Monitoring</u></p> <ul style="list-style-type: none"> Any other reasonable duties as required by your Line Manager Maintain confidentiality in and outside the workplace 		
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		<p>with particular regard to data on the school's computer systems</p> <ul style="list-style-type: none">• Be pro-active in matters relating to health and safety• Support the aims and ethos of the School, setting a good example in terms of dress, behaviour, punctuality and attendance <p><u>Line Management</u></p> <ul style="list-style-type: none">• Undertake Support Staff Performance Management as required. Set objectives regularly and review• Manage the existing Facilities team dealing with associated administration, such as holiday requests		
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