

**Generations Multi Academy Trust**

**Job Description**

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| **Job Title:** | Facilities Manager |
| **Grade:** | M1  Full Time |
| **Purpose of the job:** | To ensure the effective, efficient and safe operation of all of the Trust’s sites, grounds, buildings and facilities. |
| **Reports to:** | Chief Financial Officer |
| **Staff Reporting to Job Holder:** | Facilities Officers, Assistant Facilities Officers (All sites) |
| **Contacts within each School within the MAT:** | Executive Principal, Principals, SLT, Finance Managers  Teaching and Support Staff, students, visitors (including parents) at each of the sites |
| **Contacts outside the MAT:** | * Building trades contractors * Facilities Management (FM) staff from Interserve FM (IFM) – Goffs Academy * Sub-contractors for the maintenance of buildings as may be appointed by IFM from time to time – Goffs Academy * Energy providers including renewable energy providers at Goffs-Churchgate Academy * Health and Safety consultants and statutory bodies (HSE, Fire service etc.) * Cleaning and sports field maintenance contractors * External consultants and training providers * Representatives from local authorities and other statutory organisations |
| **Main Areas of Responsibility:** | **Security**  In conjunction with the FM provider at Goffs Academy and otherwise:   * ensuring the security of the Trust’s buildings and grounds, and the safe and efficient operation of all site facilities * development of procedures to secure Trust assets, including access control measures, keys and CCTV * regularly review arrangements for security, making recommendations to the CFO as needed * act as one of the key-holders for the sites, providing out of hours attendance in the event of alarm call or other emergency   **Facilities Management**   * Preparing specifications for refurbishment projects, in liaison with the FM provider, and / or consultants and advisers as necessary depending on the site * Lead in the selection procedures for building, refurbishment and maintenance providers where required and in line with best practise in procurement and tendering * Provision of premises and facilities maintenance programmes and organisation of their execution to ensure minimum disruption to each school’s operations * Maintaining accurate and compliant records of planned and actual maintenance activities and reporting thereon * Review of maintenance requests raised by staff ensuring remedial action is undertaken within a prompt and non-disruptive time frame either through the FM provider or otherwise (dependant on the site and request) * Developing and maintaining lines of communication with the FM provider and / or other contractors which keep staff informed about the progress on works being undertaken in their areas * Advising the CFO of faults to the buildings and timescales for remedial action * Management of fixtures and fittings and development of sites and facilities * Maintaining suitable records of layouts and organisation of all sites across the estate * Maintaining an inventory of general use assets, fixtures and fittings at all sites across the estate * Involvement in the asset management process for fixtures and fittings and in suitability, condition and disposal * In relation to Goffs Academy in particular:   + Ensuring that the FM provider complies with the terms of their contract and reporting any non-compliance to the CFO and / or the ESFA as appropriate   + Monitoring failures in provision of the FM provider and ensuring financial remedies due to Goffs Academy are received in line with the contractual arrangements   + Checking of monthly reports received from the ESFA in relation to the above are correct and in line with the contractual agreement   **Health and Safety**   * Acting as Health and Safety Coordinator and Fire Officer * Investigating and reporting accidents in line with procedures, and overseeing appropriate action to prevent recurrence * Managing the installation and maintenance of equipment for protection against and escape from fire * Provision of health & safety training and instruction to staff, and the conduct of health and safety audits in conjunction with other staff or outside bodies, and preparation of reports to be sent to Trustees * Carrying out risk assessment processes relevant to each school, including fire, disaster recovery planning and COSHH * Monitoring all risk assessments ensuring they are fit for purpose and reporting on any errors or omissions * Maintenance of the asbestos register at relevant sites and ensuring compliance with the principles surrounding the safe management of asbestos * Ensuring compliance with legislation relevant to the safe operation of the sites (e.g. periodic fixed wire testing etc.)   **Other Specific Responsibilities**   * Managing budgets of circa £500k pertinent to site maintenance and operation, ensuring value for money obligations implicit in the Trust’s funding agreements with the DfE are met and that resources are used to the benefit of students at the schools within the Trust * Undertake annual Business Planning for facilities management across the Trust’s schools including medium and long term planning of capital projects required to maintain high standards of facilities at all schools across the Trust * Oversight of the cleaning operation of the schools on a daily and longer term basis * Oversight of the grounds maintenance contractors on a daily and longer term basis * Arranging the maintenance and monitoring of safe operation including chemical dosing and balancing of the school swimming pool at Goffs-Churchgate Academy * Ensuring the sites remain open as far as is practicable particularly in times of inclement weather, by co-ordinating snow and ice clearing operations * Purchasing supplies to support site management. * Managing the provision and organisation of car parking at all sites across the estate, to ensure ease of access and egress at each site for all users and the safe operation of the sites * Arranging suitable maintenance of minibuses in line with statutory and contractual obligations and monitoring their proper use   **Energy Management**   * Monitor the level of energy consumption at each of the sites within the Trust, predicting demand and working with LASER or its replacement provider to ensure that the Trust as a whole maximises buying power in this regard * Analysing billing to ensure that it is accurate * Initiating energy saving initiatives wherever practicable across the estate * Calculation of credits due from green energy agreements including photovoltaic panels and biomass boilers at Goffs-Churchgate and summiting claims in this regard * Challenging the green energy provider where actual green revenues fall short of those expected/forecast in the contract   **General Operations**   * Managing and co-ordinating requests from staff for facilities support (e.g. setting up for assemblies, parents’ evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events * Developing working patterns and rosters which make most effective use of site staff and meet each school’s needs * Recruitment, induction, training, performance management and discipline of caretaking and grounds staff * Responsibility for safeguarding and promoting welfare of children * Other duties which may arise from the use of the Trust’s facilities |
| **Knowledge, Experience and Training:** | * Experience of managing buildings and grounds, staff and large budgets in a large school or similar environment. * Experience of successful large scale project management, and an evidence of highly effective leadership and the ability to manage a complex and changing workload * Experience of financial management at an organisation wide level, in particular with regards to the management of energy supply agreements and knowledge of renewable energy revenue management * Ability to use IT to collect data on school facilities, arrange record keeping and analyse and interpret results * Flexibility & sensitivity to the needs of a wide range of users of the Trust * Ability to effectively and positively manage staff * Evidence through DBS check and recruitment process of suitability for working with children * Awareness and application of the main requirements of health & safety legislation and good practice relevant to the duties of the post. * Willingness to undertake ongoing CPD relevant to the position * Ensure full confidentiality and respect for sensitive student, staff and stakeholder information, and compliance with all data protection regulations, reporting any concerns to the CFO or the Executive Principal/Principal * Must be flexible, able and willing to work extra hours to meet business needs. Weekend and evening work may be required |
| **Working Environment:** | An office with IT facilities will be provided at one of the schools within the Trust. The post holder will be required to move between facilities on a frequent basis for the effective fulfilment of their role. |
| **Additional Information:** | The schools in the Trust operate in term time from early morning until late each evening. On many evenings, school and other events take place. The schools also organise and host events over the majority of school holiday periods. The post holder will be expected to work shift patterns mutually agreed between colleagues. Overtime payments will be made for weekend working if required. |

Agreed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job holder) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_