

Post: Facilities Manager

Reports to: Headmistress

Grade/Salary £40 - £45k depending on experience

Manage: Premises staff Supplier contracts

Hours of employment: 40 hours per week, 52 week contract

Full time 8am to 5pm (flexibility subject to discussion)

# Purpose of Job

* To effectively manage premises staff and suppliers to ensure a high quality environment in which learning can take place.
* To advise on strategic matters relating to the management of the premises in terms of its maintenance and refurbishment for the future in accordance with the premises masterplan.
* To co-ordinate services to meet the full requirements of the School. This includes ensuring close teamwork between the caretakers handling premises, and being the point of contact for the outsourcing cleaning and catering suppliers. It also includes ensuring teamwork between building project suppliers and the premises function.

# Duties and Responsibilities: 1 Health and Safety

* Ensure that all policies and procedures related to health and safety (H&S) are relevant, complied with and regularly reviewed.
* Report to the Health & Safety Officer and Headmistress on health and safety issues, as required.
* Ensure that the School buildings meet H&S standards and that facilities comply with central and local government legislation.
* Work with the Health & Safety Officer to provide advice and guidance to managers and staff on H&S matters.
* Prepare H&S information for the Senior Leadership Team, as directed.
* Carry out risk assessments annually (preparation and review) for key risks such as asbestos, water quality, accidents & electrical safety and ensure actions are implemented. Link significant risks to the School Risk Register.
* Maintain a record of COSHH assessments and monitor hazardous substances being brought into the School (new types of hazards or existing).
* Carry out termly inspections of the buildings and grounds. Report findings & recommendations to the Headmistress.
* Investigate accidents and incidents/near misses and prepare reports as required. Assess and respond to H&S instructions.
* Play an active role in fire evacuation duties. Act as a fire warden.
* Oversee the critical incident and disaster recovery plan, ensuring that the School administration could recover its working efficiency promptly in case of an emergency.

# Capital Works and Specific Projects

* Act as project coordinator, along with the Projects Manager, for all capital building and ground works. Act as the School representative at any premises contractor meetings and report back as necessary. Ensure work completed by premises contractors is completed satisfactorily and follow up on any issues.
* Ensure building works and maintenance is carried out by contractors on time and within budget.
* Prepare report information for the senior leadership team to make recommendations, or seek approval for any proposed building or refurbishment projects.

# Premises and Security

* Ensure that effective systems are in place to ensure site security and safety.
* Act as the principal point of contact for contractual issues with regard to premises- related contracts such as those for grounds maintenance, plant maintenance, alarm and door access.
* Be the after-hours contact person for the alarm security company to liaise with.
* Ensure that the School has all relevant premises-related insurance cover and up to date legal documentation (certifications).
* Arrange regular meetings with the School leadership to discuss performance and any matters of concern.
* Investigate any breaches of physical security. Recommend ways of making improvements and act as adviser to senior leadership on security issues.
* Prepare and regularly review a maintenance plan for the building and grounds. Create team work plans and rosters accordingly.
* Line manage the members of the premises team and work with the HR department to ensure all HR policies are complied with.
* Ensure the premises staff work well on a daily basis with the cleaning and catering teams and administrative staff.

# Catering and Cleaning Services

* Be the principal point of contact for contractual compliance issues on a daily basis. Ensure that the catering and cleaning companies have all the necessary insurance and legal documentation relating to its activities.
* Arrange regular meetings with the company management (currently Accent Catering and Intercontinental Facilities Services Ltd.) to discuss the service provided and to ensure the companies are working to the agreed contractual service levels.
* Ensure that good health and safety standards are maintained, all risk assessments carried out and reviewed, and all hazardous substances stored are used in accordance with the COSHH regulations.

# Procurement and contract management

* Calculate and compare costs for required goods or services to ensure best value for money for the School.
* Maintain a preferred list of premises service providers in active use.

# Staff

* Coordinate and lead the people working within the premises function, including the premises staff and contractors.
* Arrange appropriate training for staff within the premises team.
* Work with the HR Manager to monitor and demonstrate achievement of agreed service levels and lead on improvement in staff performance. Update job descriptions as the School needs change.

1. **Network Services**

* Be the principal point of contact for the IT Services provider (currently Educare Ltd) and coordinate the weekly jobs list and long term planning.

Devonshire House is a co-educational IAPS Prep and Pre Prep School with 680 pupils.

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. If the candidate has lived in a country other than the UK for a period of 3 months or more since the age of 18, a foreign criminal policy check will be required irrespective of whether they worked in those countries.

Devonshire House Preparatory School is an equal opportunities employer.

**Person Specification**

1. To work in a co-operative, diplomatic and flexible manner.
2. To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.
3. To maintain good practice in terms of staff attendance, discipline and professional attitude in the school.
4. To keep the Head and Deputy Heads informed of any relevant matters concerning pupils or staff.
5. To work with the administrative staff in order to ensure the smooth running of the school on a day-to-day basis and on special occasions.
6. To undertake such additional duties as might be reasonably requested by the Headmistress or other authorised person.

Elements of this job description may be re-negotiated periodically.

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| **Experience** | Extensive Facilities Management |  | **A/I** |
|  | **Working in a school environment** | **A/I** |
| Strong Management Experience to include line management |  | **A** |
| Rostering & work plans |  | **A** |
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| Premises development projects |  | **A** |
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| Catering contract management experience |  |
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| **Qualification** |  | Have completed or be working towards a EBOSH/IOSH qualification  Hold or undertake training for first aid certification.  Hold or undertake training for a suitable H&S qualification, including asbestos and critical incident management. | **A** |
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| Have a high standard of computer literacy, with ability to use MS Word, Excel and Project to a competent level | **A/I** |