



Job Title:	Head of Facilities and Estates		
Base:	Queensbury Academy and Trust Office		
Reports to:	Assistant Principal / Business Manager	Grade:	
Staff Responsibility for: Additional:	Site Supervisors Cleaners Midday Supervisors	Salary:	
		Term:	Full Time, 37.5 hours

JOB PURPOSE SUMMARY:

To provide an effective estates management service; supervise site supervisors, cleaning staff and midday supervisors; inspect and record standards of cleaning, grounds and security; ensure the school learning environment is in an excellent and safe condition and that the estate is maintained in accordance with Statutory Regulations and Health and Safety Policy.

KEY RESPONSIBILITIES

1. Security of Estate

- a. At the start of the day unlock gates to the grounds, external entrance doors to buildings, switch off intruder alarm system and security lighting where installed. Unlock classrooms and secure rooms, check the buildings for damage and vandalism and make safe any damage, reporting any incidences to the Assistant Principal / Business Manager.
- b. At the end of the school day check and ensure that all windows and doors are locked, check lights and heaters (if used) are switched off, lock up equipment and secure all rooms, set intruder alarm system and switch on security lighting where installed, lock external doors to buildings and gates to estate.
- c. Ensure security of keys to the premises at all times.
- d. Notify the school Assistant Principal / Business Manager of any breaches in security and attend to the problems as the situation dictates.
- e. Open and close the school estate at times determined by the school management team only.
- f. Check daily that all internal and external security cameras are in good working order and report any faults to the Assistant Principal / Business Manager, liaise or book in external contractors as advised by the Assistant Principal / Business Manager.
- g. Check daily that the school's intruder alarm system is in good working order and report any faults to the Assistant Principal / Business Manager, liaise or book in external contractors as advised by the Assistant Principal / Business Manager.
- h. As key holder respond to any emergency call outs from Police, Fire, Security One, and SLT in the event of fire, intruders on site, floods etc.

2. Heating

- a. Ensure adequate heating at all times and as requested by the Assistant Principal / Business Manager.
- b. All heating systems should be maintained in accordance with the manufacturer's instructions. Heating systems should be regularly serviced with full regard to safety requirements. Carry out simple maintenance and arrange for the system to be overhauled and repaired by the appropriate engineers as required. Frost precaution should be observed and time switches pre-set with the approval of the Assistant Principal / Business Manager.
- c. Record fuel consumption e.g. gas, electricity, water etc.
- d. In cases of overheating, plant failure, leaking valves, radiators and water pipes carry out simple repairs if possible or report cases to the Assistant Principal / Business Manager and book in external contractors as instructed. In case of emergencies call out the service contractor.
- e. Report any gas or water leaks to the appropriate utilities board.
- f. Boiler rooms and plant rooms must be kept free of all combustible foreign materials sweep or vacuum these installations on a weekly basis and ensure ventilation is not obstructed.

3. Electrical

- a. Replace light bulbs, tubes, starter motors and clean or replace light fittings or diffusers as required.
- b. Visually check plugs, fuses and wiring on all electrical appliances as required.
- c. Fit and or re-fit 3-pin plugs where necessary.
- d. Ensure all supply meter covers are kept free of other equipment or obstructions.
- e. Electrical faults including broken light switches and socket outlets, faulty fan heaters and light fittings must be isolated and repaired if possible or reported to the Business Manager.
- f. Ensure that all electrical equipment is PAT tested and records kept.

4. Building and Equipment Maintenance

- a. To proactively oversee the maintenance and repair of the school buildings, grounds and cleaning and the systems of weekly/monthly checks ensuring that all issues are attended to promptly and efficiently.
- b. Make safe broken windows and doors by effecting temporary boarding up.
- c. Check operation of venetian, vertical and roller blinds and arrange cleaning of same as instructed by the Assistant Principal / Business Manager. Remove and re-hang as necessary.
- d. Remove or paint out all forms of graffiti, as necessary.
- e. Maintain and carry out a buildings maintenance programme to include, painting, decorating and cleaning.
- f. Conduct weekly Legionella tests and keep Legionella Log up to date.
- g. Liaise with contractors on site.
- h. Keep asbestos surveys and log up to date.
- i. Commission contractors/services as appropriate or under the request of the Assistant Principal / Business Manager.
- j. Ensure all repairs and maintenance contracts are reviewed in line with the School's Best Value Policy.
- k. Maintain all first aid boxes and supplies keeping monthly records as required.
- l. To notify the Assistant Principal / Business Manager of all repairs required relating to fire, security and health and safety.

5. External Duties

- a. Gather litter, transport to point of disposal and empty external litterbins daily.
- b. Clear leaves from hard surface areas (as required seasonally).
- c. Remove herbage from hard surface areas and from footings of buildings.
- d. Treat pathways and rock salt or clear during periods of inclement weather i.e. ice and snow, so as to create a pathway from the perimeter of the site to the main entrance of the premises.
- e. Unblock drains as required and clear gullies, grids, gutters and traps monthly and disinfect.
- f. Tidy dustbin areas daily and hose down weekly.

6. Porterage Duties

- a. Receive inward delivered goods including checking off, assist with unloading.
- b. Obtain and distribute mail and other goods.
- c. Distribute and relocate equipment and furniture, as required.

7. Fire Safety

- a. Check fire equipment, test fire alarms and sounders and emergency lighting weekly and take part in any fire drill.
- b. Ensure that the school satisfies Fire Safety Recommendations and make risk assessment of fire hazard situations as necessary.
- c. Maintain a Fire Safety Log and ensure it is kept up to date.
- d. Take a lead role on the Health and Safety Committee.

8. Personnel

- a. Line management responsibility of the Site Supervisors, Cleaners and Midday Supervisors. Manage and organise any holiday and overtime requirements.
- b. Advise the Assistant Principal / Business Manager in relation to the Site Supervisors, Cleaners and Midday Supervisors leave patterns ensuring the needs of the school are met.
- c. Review work patterns and practices complying with Health & Safety, COSHH, Fire Precaution, Asbestos and Legionella Regulations.
- d. Ensure that all relevant staff are regularly updated on procedures by attending courses provided by the LA or other suitably qualified training providers.
- e. Ensure that Cleaners, Midday Supervisors and Site Supervisor's resources are maintained in good condition with adequate stock levels of consumables.
- f. Complete returns and reports as required by the Assistant Principal / Business Manager.

9. Administration and Information Management

- a. Use Building Management Systems to identify issues and control operations.
- b. Use customer management workflow systems.
- c. Develop and review management information systems.
- d. Participate in strategic planning.
- e. Ensure adequate and reliable communications.
- f. Develop and update a business recovery and continuity plan.
- g. As the Academy Health and Safety Advisor, produce and monitor the Health and Safety Policy.
- h. Chair the Health and Safety committee meetings and report regularly to the Principal, governors, Chief Executive and Trustees.
- i. Ensure Emergency Procedures document is regularly updated.
- j. Prepare and produce statistics, records and returns.

10. General

- a. Be aware of the responsibility for child protection, personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- b. Co-operate with the employers on all issues of Health, Safety and Welfare.
- c. To take part in your own personal development and be willing to undertake any training identified.
- d. Undergo basic first aid training and renew as and when appropriate.

This appointment is with the School as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

QUEENSBURY SCHOOL PERSON SPECIFICATION

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			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	Evidence of continued personal and professional development.	E	✓	
2.	Qualified tradesperson in a relevant discipline eg plumbing / joinery / building skills	E	✓	
EXPERIENCE				
3.	Experience of implementing directives of the Health and Safety at Work Act in a working environment.	E	✓	✓
4.	Experience of implementing of Fire regulations in a working environment.	E	✓	✓
5.	Evidence of practical application of joinery/plumbing/building skills in a working environment.	E	✓	✓
6.	Building trade experience in a specific area.	E	✓	✓
7.	A flexible approach to maintenance and cleaning type tasks.	E	✓	✓
8.	Experience of caretaking or similar role in a school environment or other large organisation.	E	✓	✓
9.	Dealing with multi task situations in a building environment.	E	✓	
10.	Dealing with operational site issues in a building or school environment.	E	✓	✓
11.	Managing other people.	E	✓	✓
12.	Experience involving working to deadlines or specific contract periods.	E	✓	✓
13.	Experience of managing contractors and building projects.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
14.	Working knowledge of a school site or other equivalent organisation.	E	✓	✓
15.	Specific responsibility for a group of people.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
16.	An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment.	E	✓	✓
17.	A knowledge of procedures associated with the recruitment, supervision and training of other employees.	D	✓	✓
18.	Knowledge relating to Fire Precautions, Regulations and appropriate safety procedures.	E	✓	✓
PERSONAL QUALITIES				
19.	Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge.	E	✓	✓
20.	Willingness to maintain confidentiality on all school matters.	E	✓	✓
21.	Willingness to work in the evening and at weekend as required.	E	✓	✓
22.	Ability to cope with physical demands of the job e.g lifting, carrying.	E	✓	✓
23.	Good health record – good timekeeping.	E	✓	✓
24.	Able to work in a busy school environment and relate effectively with children and adults.	E	✓	✓
25.	Highly organised.	E	✓	✓
26.	Personal resilience, persistence and perseverance.	E	✓	✓
27.	Sympathetic to and supportive of the ethos of the School.	E	✓	✓
28.	Highest levels of professional and personal integrity.	E	✓	✓