



City of London Academies Trust (South)
Job description

Job Title	Head of Facilities - City of London Academies (Southwark)
Grade	JE10
Salary	£51,000 - £55,000 depending on experience
Hours	40 hours a week (full time), 52 weeks per year (The role will require the post holder to have a flexible attitude to working hours i.e. prepared to work outside normal working hours and days when required, including out of hours and call outs)
Responsible to	Director of Finance and HR – City of London Academies (Southwark)
Responsible for	<ul style="list-style-type: none"> Facilities Team Leader, Facilities Officers: 2 x Porters, 1 Electrical, 1 Mechanical and 2 x Security Officers (CoLA Southwark) Premises Manager (Redriff Primary School) in liaison with the School Business Manager Lettings Manager (CoLA Southwark) – <i>to be confirmed</i> Facilities Officer (Galleywall Primary School) in liaison with the Headteacher <p>Note that the City of London of Academy (Southwark) is based on 2 sites.</p>
Job Purpose	<ul style="list-style-type: none"> Lead and deliver a professional, efficient and cost effective Facilities Management and Risk Management service to the Trust that is safe, compliant and fully functional throughout the year, in accordance with Premises Management Policies and Procedures and all relevant legislation Manage and oversee the quality and performance of all external facilities management contracts including: cleaning, site maintenance, grounds maintenance, security, mechanical and electrical, service engineers and all sub contracts Manage the premises on all school sites (as above), to ensure compliance with all Health and Safety legislation, including compliance with the Equality Act, undertaking all risk assessments, maintenance of all fire and other safety equipment, hazards and defects, as well as leading the health and safety committees of all schools Plan and execute building works and refurbishments, updating and developing the asset management and forward maintenance plans, liaising with the Director of Finance & HR and school Heads to ensure school sites are fit for purpose and operate efficiently Lead on Lettings across all sites, to facilitate income maximisation.

Key Accountabilities	<p>Motivating and Managing Staff</p> <ul style="list-style-type: none"> • Line manage a team of Facilities staff across a range of sites, ensuring an effective and efficient service, by delivering training, managing performance and modelling effective behaviour • Set objectives of managed staff • Undertake recruitment, induction, appraisal, training and mentoring of managed staff • Ensure effective liaison between managers, teaching and support staff and hold regular team meetings with managed staff. <p>Organisation</p> <ul style="list-style-type: none"> • Manage efficiently and effectively all sites' accommodation, buildings and grounds to ensure the safety of staff, students and visitors • Ensure the security of the premises and equipment in accordance with established procedures and practices, making recommendations for improvements where required • Establish and maintain a proactive Health and Safety provision across all sites • Develop policies, systems and procedures for First Aid and premises management, and implement these, ensuring records are maintained in accordance with HSE and education best practice • Develop, monitor and co-ordinate a 24 hour helpdesk facility • Prepare and maintain all maintenance records, providing a monthly status report of all services covered within the contracts • Control the selection, supervision and quality of work undertaken, and ensure a safe system of work for all staff and external contractors working on the school sites • Provide premises support to Lettings Manager and support the Lettings function at all sites with cleaning, security, health and safety compliance and building maintenance, ensuring a high standard is maintained, minimising cancellation • Manage the Permit to Work scheme for all Contractors coming on to site including those appointed directly by the schools • Maintain the schools' Asset Registers • Identify and project manage building and refurbishment works. <p>Budget Management</p> <ul style="list-style-type: none"> • Manage and monitor budget for all operational responsibilities, working within an agreed budget, maintaining accurate and up to date financial records, developing, implementing and reporting on a 5 year rolling plan • Produce a costed rolling replacement budget and maintenance plan and ancillary costs budget • Ensure adherence to all financial policies and procedures, with particular focus on competitive tendering and procurement regulations • Manage tenders and advise on the appropriate use of national and local framework contracts in line with financial regulations.
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	<p>Procurement and Tendering</p> <ul style="list-style-type: none"> • Establish appropriate standards required and relevant performance indicators • Obtain and assess bids for services and contracts against financial and non-financial performance criteria • Identify, tender, procure, prepare contractual documentation and manage premises projects through to implementation • For larger projects, work with externally appointed project administrators as appropriate • Order, maintain and store materials and equipment and implement appropriate control systems. <p>Managing Service Providers and Contractors</p> <ul style="list-style-type: none"> • Supervise and manage contractors when undertaking work on school buildings and grounds, ensuring all labour levels associated with the maintenance and up keep of the facilities are maintained, including any specialist sub-contractors used to deliver contracts • Ensure safe working practices and appropriate quality standards are maintained across both sites including Risk Assessments and Method Statements • Undertake contractor management responsibility for reporting and monitoring against key performance indicators, with regular reviews with contractors to review and resolve problems, anticipating changes to mitigate problems in advance • Manage the safety and security of the sites throughout the term and during closure period on a daily basis • Proactively manage the premises and key building management and control systems including access system, CCTV, BMS, fire safety systems, plant and equipment, electrical systems • Oversee and monitor energy consumption and energy usage • Ensure building systems and assets are maintained in such a way as to maintain warranties (where appropriate), to reduce running costs and maximise asset life. • Lead and manage all contractors, ensuring they follow all school protocols. <p>Health and Safety and Risk Management</p> <ul style="list-style-type: none"> • Manage the implementation of the Trust's Health and Safety Policy, ensuring compliance with all appropriate legislation, to cover school staff as well as contractors and suppliers • Provide training for staff on preparation of Risk Assessments, review Risk Assessments prepared by school staff, and prepare all common school Risk Assessments • Manage schedule of annual audit of health and safety including Risk Assessments, ensuring all matters are reported to SLT and governors • Prepare termly health and safety reports for SLT and governors • Inform staff/students of reporting procedures, time frame of work, and immediate action required
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	<ul style="list-style-type: none"> • Manage/implement the Fire Safety procedures for all sites, including arranging termly fire drills, updating procedures to reflect changes and ensuring compliance with legislation and the recommendations of local Fire Safety officials • Liaise with the Police and Fire Brigade in all aspects of security, fire and safety and take appropriate action in the case of a break in, theft or fire. • Manage First Aiders rota, staff training and ensure adequate equipment and supplies • Review and update all relevant building operation policies annually and submit for SLT approval (to include H&S, Emergency planning Environment & Recycling, Premises Management, Fire plans, Lockdown procedures) • Review and update the Emergency/Business continuity plan annually; liaise with the Head of IT to ensure matters relating to IT are current and effective. <p>Lettings</p> <ul style="list-style-type: none"> • Oversee the lettings facilities, ensuring the safe and smooth running of CoLA (Southwark)'s sports centre and its facilities, maximising out of hours usage and rental income; • Contribute to the development of a lettings business in the primary schools • Ensure the team deliver the highest possible standard of customer service and commitment to continuous improvements in quality and business performance • Ensure Financial policies and procedures are followed at all times in relation to the income generation activities of the Lettings company • Ensure that all contracts, licenses and documentation required for safe and effective operation of the centre are in place and adhered to consistently. <p>Other Duties</p> <ul style="list-style-type: none"> • To undertake such other duties as reasonable, commensurate with the general character of the post and with roles of this level of seniority within the schools. <p>Statutory</p> <ul style="list-style-type: none"> • To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the schools • To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and all applicable regulations and ACOPs • To adhere to the Trust's Equality policy in all activities, and actively promote equality of opportunity.
<p><i>The City of London Academy (Southwark) 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.</i></p>	



City of London Academies Trust (South)

Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Degree or equivalent in Building/ Building Services or Facilities Management • Formal Health & Safety qualification – NEBOSH – plus significant experience managing health and safety across multiple sites • Substantial Facilities Management experience running a multi-site, multi-tenanted operation and responsibility for at least 100,000 sq. ft. • Evidence of on-going training and development • Experience of leading a team • Experience of budget development and management • Experience of developing and maintaining asset registers and asset management plans 	<ul style="list-style-type: none"> • Experience working within the education sector • Membership of relevant professional organisation e.g. BIFM / CIOB / RICS •
Skills/Aptitudes	<ul style="list-style-type: none"> • Facilities Management skills and experience • Project management skills and experience • High level of health and safety knowledge • Team Leadership skills • Customer focused approach • Strong administrative and organisational skills • ‘Can do’, positive approach to problem solving • Ability to prioritise workload and meet deadlines • Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff, outside agencies and contractors • Ability to problem solve • Ability to work accurately under pressure in a very busy environment • Ability to work using own initiative and as part of a team • Ability to work in partnership with all staff, teaching and support, governors and parents, with resilience and enthusiasm. 	

Personal Qualities	<ul style="list-style-type: none"> • Tact & diplomacy • Flexible attitude to work including: <ul style="list-style-type: none"> ◦ working hours and attendance out of hours ◦ demands and changes in the role ◦ willingness to be involved in the school and support school activities • Integrity and honesty • Confidentiality and discretion • Collaborative working • Energy and resourcefulness • Excellent timekeeping • Sets high standards and expectations for self and others • Smart, professional appearance • Energy and enthusiasm. 	
Training	<ul style="list-style-type: none"> • Willing to undertake any training required for the effective implementation of the role 	<ul style="list-style-type: none"> • Evidence of recent, relevant training
Special Requirements	<ul style="list-style-type: none"> • Ability and willingness to travel, if required • Enhanced DBS clearance (offer of position will not be confirmed until clearance obtained) • A flexible attitude to working service hours i.e. prepared to work outside normal working hours and days when required, including out of hours call outs • To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy 	