**Job Description: Facilities Manager**

**Last reviewed:** January 2018

**Department:** Facilities - Maintenance and Grounds

**Title of Post:** Facilities Manager

**FT or P/T:** Full-time 52 weeks per year – 5 days a week

**Permanent/Temporary:** Permanent

**Hours of work:** 40 hours per week plus some evening/weekend duties

**Starting salary range:** Circa £35,000 depending on experience

**Principle location of work:** Ascot – Berkshire

**Immediate line manager:** Bursar

**Staff managed:** Facilities and Maintenance team (3) and Grounds staff (2)

Heathfield is an all girls’ boarding and day school, providing our girls with a first class education in beautiful surroundings, with a level of continuity of care and pastoral support, which we believe, is unrivalled. We offer opportunities that would otherwise be difficult for girls to access, with a wide weekend programme designed to stimulate our girls and to provide them with a release for both their physical and creative energies.

Set in 35 acres, the School is 50 minutes from London by train, 25 minutes from Heathrow and 20 minutes from Reading by car. The facilities and grounds are what one would expect from a School of this standing.

One of the School's great strengths is the fact that, because of its size, (190 girls aged 11-18), we are able to concentrate on individual achievement. We have consistently high GCSE and ‘A’ level results and all girls go on to higher education, including Oxbridge.

**Overall purpose of the post:**

To be accountable & responsible for the planned and day-to-day maintenance and upkeep of buildings, grounds, vehicles, plant and equipment on the School’s estate and properties (3) in North Road, Ascot.

**Main duties and Responsibilities:**

**Maintenance of Buildings and Grounds:**

1. To manage and take responsibility for the responsive and planned maintenance of all buildings, grounds, vehicles, plant and equipment across the School’s site. This will involve both reactive maintenance and prioritising a short, medium and long term maintenance programme.
2. Ensure that the fabric of the estate is maintained to a high standard and meets the school’s current and future needs.
3. To prepare schedules of work, contract documentation, obtain quotations and manage work, within agreed Budget guidelines, carried out by outside contractors.
4. To manage planned and cyclical maintenance works, including painting programmes, door servicing, gutter maintenance etc.
5. To be accountable for, and manage, those budgets delegated to the post-holder, ensuring suitable budgetary control procedures are implemented and best value obtained for the School at all times.
6. To forecast, order and manage suitable materials for use by in-house facilities staff, including obtaining discounts, assessing environmental criteria and maintaining stock control procedures.
7. Manage all works within budget.

**Provision of Utilities and Estate Services:**

1. To manage, train, monitor and annually apprise all Facilities staff for which the post-holder is responsible. Ensuring the staff are aware of latest professional standards.
2. To take responsibility for collecting the monthly readings for all gas and electricity meters.
3. To ensure that boilers, lifts, air-conditioning, ventilation and mechanical equipment are maintained, insured and replaced as and when necessary.
4. To ensure that all Facilities staff and contractors comply with the safeguarding rules and procedures set by the school

**Strategic Development:**

1. To develop and review long term strategic maintenance plans, presenting those plans to staff, monitoring progress against those plans and ensuring timely completion of the work.
2. To develop strong and positive working relationships with School staff to maximise the potential of the estate and its development.
3. To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out.
4. To undertake research into and implement as appropriate the latest maintenance techniques and technologies that support the School’s sustainable environmental buildings policy.
5. To advise the Bursar on the feasibility of, and to implement minor works of adaptation and improvement involving building works, ensuring compliance with CDM legislation.

**Health & Safety, Fire Safety and Security of the School**

1. To be responsible, in conjunction with the School’s Health & Safety Officer and Fire Officer, for ensuring H&S and environmental legislation compliance. This will include the carrying out of compliant maintenance, refurbishment and adaptation works, for which the post-holder is responsible.
2. To manage periodic safety inspections of all tools, plant and safety equipment, maintaining records and where required, replacing defective items.
3. To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested.
4. To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service .
5. To ensure all School facilities benefit from appropriate alarms and CCTV protection which are properly maintained and monitored and that these and the monitoring systems are regularly tested.
6. To provide the relevant staff with adequate training for providing the fire safety and security arrangements of the school.
7. To take responsibility for ensuring that risk assessments for all school buildings, grounds and activities (excluding school trips) are produced/reviewed on at least an annual basis and that action points are followed up as and when appropriate. In particular ensuring that the Facilities team produces risk assessments and method statements for communal and/or external grounds and buildings of the school and facilities team/contractors work.
8. To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes.
9. To maintain the asbestos policy and register and to ensure the school complies with all H&S and ISI regulations relating to asbestos.
10. To participate in the Safe Systems of Work procedures including control and issue of Permits to Work as appropriate.
11. To assist with forward maintenance planning, including carrying out Condition Surveys, updating of maintenance records (including computerised data bases) and maintaining archive O+M manuals, Health and Safety files and the like.

**Operational Matters:**

1. To manage the servicing, MOT, maintenance and upkeep of School vehicles, including all documentation.
2. Maintain the premises job management system (Every) and ensure regular updates and summary reporting.
3. To assist with the carrying out of general estate management duties.
4. To ensure the effective deployment of the Facilities team to provide the manpower required to cover the setup, running and security requirements for all day to day operational school events and activities.
5. To be available for Emergency Call-Out (subject to standby rota) at any time, including emergency work outside normal working hours in connection with any part of the School site.
6. To take an active role on the Health and Safety Committee.

**General Duties:**

1. To carry out such other duties, commensurate with the post, as required by the Bursar and/or Headmistress may reasonably and occasionally require, including working evenings and covering for absent colleagues.
2. To undertake training and staff development as needed and as determined by the school management.
3. To participate in the school’s staff appraisal system as appropriate
4. To take responsibility for promoting and safeguarding the welfare of children and young people
5. To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.

**Project Management:**

1. To take responsibility as a project manager for all proposed and/or planned project works as approved by the Building Committee. This will include the ability to develop, plan, cost and implement minor building projects internally and work with approved architects on any major projects taking the role as project manager as required.
2. Ensuring that projects provide minimal disruption to the day-to-day operational schooling, meet the agreed timescales and deliver on budget is of paramount importance.

**Person Specification:**

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| **Specification** | **Essential** | **Desirable** |
| 1. Education /Training | Up to date knowledge of building health and safety law. | A technical/professional qualification in Construction/Buildings Maintenance/Engineering etc.  Recognised health & safety certificate (training can be provided). |
| 1. Relevant Experience | Several years’ practical experience of buildings maintenance operations.  Experience of developing and delivering maintenance programmes.  Managing a team of staff | Project Management.  Previous experience in the Independent Schools sector |
| 1. Relevant Skills/Aptitudes | Self-motivated and committed individual able to supervise in-house staff as well as external contractors.  Experienced in conflict staff management.  Must be IT literate in Microsoft Outlook, Word and Excel | Good negotiation skills ability to write reports and present data. |
| 1. Other Special requirements | A full driving licence and ability to travel at short notice. | Driving Licence with D1 category for Minibuses. |

**Application and Interview Process:**

Enquiries in the first instance emailed to Mrs Lynn Farrin at [lfarrin@heathfieldschool.net](mailto:lfarrin@heathfieldschool.net)

To apply please send the following addressed to the Bursar – Mrs Rachel Frier, c/o Deputy Bursar – Mrs Lynn Farrin

* Letter of application
* Full Curriculum Vitae
* A completed application form
* Email or post these documents to [lfarrin@heathfieldschool.net](mailto:lfarrin@heathfieldschool.net)

**Closing Date: Friday 19 January 2018**

**Interview Date: w/c Monday 22 January 2018**

Applications will be acknowledged and then evaluated against the selection criteria.

The letter of application should contain the names, addresses, e-mail address and telephone numbers (landline and mobile) of two referees.

References will be taken at short-listing unless a request has been made to the contrary.

***Heathfield School is committed to safeguarding and promoting the welfare of children, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures and Barring Service. Heathfield School is an equal opportunities employer.***