

Job Description

Job Title	Site and Facilities Manager
Accountable To	Principal and Finance Director
Grade	UKAT Band F
Purpose: To have overall responsibility for the Academy site and facilities to provide a safe, efficient and effective learning and working environment for students and staff.	

Key Accountabilities

Management of the Academy site and facilities

- Supervise and carry out day-to-day maintenance of buildings, furnishings, plant, services and grounds to a high standard.
- Monitor and supervise the Caretaking team, including day-to-day management of the site staff, to ensure that high standards are met and maintained.
- Monitor and supervise the delivery of the cleaning programme, including day-to-day management of the cleaning staff, to ensure that the cleaning specification and standards are met and maintained.
- To manage budgets allocated to the Site and Facilities ensuring best value is achieved and Trust's procedures are adhered to.
- To ensure the site is secure at all times.
- Manage external lettings
- Manage the operation of the Trust's minibuses.

Site development

- Identify requirements for site development and improvement in conjunction with the Strategic Leadership Team.
- With assistance from the Finance Director, identify whether works can be completed within the Academy's budget or if an external funds need to be secured.
- Assist the Finance Director in the preparation of bids to secure funds for site development.
- Supervise the works and ensure all works are completed to the required specification.
- Project manage larger construction projects, liaising with architects, professional services providers and construction companies throughout the process including the design, construction and snagging phases.

Repairs and Preventative Maintenance

- Develop and monitor a five-year site development and preventative maintenance plan.
- Ensure maintenance issues reported by staff are addressed on a timely basis, using a helpdesk system.
- Ensure a proactive approach to identifying and addressing maintenance issues by all members of the Site team and Cleaning team.
- To develop and oversee a schedule of maintenance contracts ensuring compliance and value for money is obtained.
- To be responsible for selection, deployment and management of external contractors in line with the Trust's Scheme of Delegation and Financial Regulations.
- To oversee works carried out by in-house staff to ensure high standards are achieved and maintained.

Health and Safety

- To be the Health and Safety representative for the Academy.
- To develop policies and procedures to ensure compliance with Health and Safety legislation.
- To monitor compliance against Trust policy and procedures, proactively addressing non-compliance to ensure a safe environment is maintained for students, staff and visitors.
- To oversee the first aid provision, including ensuring adequate coverage for the site at all times.
- To develop a training programme to ensure staff are able to access training appropriate to their responsibilities.

General requirements of the role

- To undertake regular CPD to keep up to date with changes in legislation and best practice in facilities management.
- To prepare reports for Senior Leaders and Trustees.
- To cover other UKAT sites on an adhoc basis, if and when required.
- To carry out any other duty as may reasonably be requested by the Principal or line manager.

The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.

Person Specification

Job Title	Site and Facilities Manager	
	Essential	Desirable
Qualifications	<p>Minimum of five GCSE grade C or above (including English and Maths) (or equivalent).</p> <p>Health & Safety Qualification (NEBOSH, IOSH or similar)</p>	IWFM or similar Facilities Management qualification
Knowledge & Experience	<p>Good level of knowledge of Excel, Word and Outlook.</p> <p>Proven experience of leading a team.</p> <p>Proven experience of successfully managing contractors.</p> <p>Demonstrable experience of excellent organisational skills.</p> <p>Experience of financial administration, including working to budgets.</p>	<p>Experience of working in the education sector.</p> <p>Proven experience in managing large capital projects.</p>
Skills & Abilities	<p>Able to build positive and maintain good relationships with colleagues and stakeholders.</p> <p>Able to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities.</p> <p>Solutions focused approach.</p> <p>Excellent customer service skills.</p>	

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