

Facilities Manager

This post will involve overseeing the buildings and services for a large comprehensive in North London. A significant part of the role will involve being the delegated Health and Safety lead and taking a lead role in developing and maintaining the safety management system of the school site.

The successful applicant will have line management responsibilities for Site Assistants, external maintenance contractors and cleaners as well as dual responsibility with the Deputy Headteacher (Pastoral) of the Medical Needs Officer.

Reporting to: Director of Finance and Operations (DFO)

Line Management of: Site Assistants, External Contractors, Cleaners, Medical Needs Assistant

Salary Scale: LB Haringey PO4

Contract: AYR / 36 hours a week

Working hours: School operating hours with some expectation for later working due to school activities and operational needs.

The post holder will be responsible for managing their work to agreed budgets and should be able to demonstrate sound financial knowledge.

Introduction

- To provide support to the school regarding the management, operations and maintenance of the school site including the buildings and facilities in order to meet the needs of the Governing Body and Headteacher.
- To ensure that the school building and installations are maintained to the highest possible standards, using initiative and making decisions to achieve this.
- Along with other members of staff, take responsibility for promoting and safeguarding the welfare of students.
- Identifying cost reduction initiatives; It is expected that the postholder will organise the work and others to perform the duties listed.

Health and Safety

- To take the lead role in the creation and implementation of the Schools Safety Management System and managing the health and safety budget of the school in liaison with the DFO.
- Be aware of Health and Safety legislation as it affects school buildings and services including the new CDM requirements and fire safety requirements. Ensure that CPD is maintained and that all relevant memberships crucial to this role (IOSH) are still valid.
- Ensure that all work and activities carried out by staff, contractors, students and visitors is undertaken with regard to Health and Safety requirements, ensuring that risk assessments have been developed or updated where necessary.

- Manage and oversee fire safety requirements, including evacuation plans, the safe use of PEEPS and the appointing of the appropriate number of Fire Marshals and co-ordinators to ensure that buildings are evacuated as quickly and as safely as possible.
- To be the lead person with regards to local authority interaction regarding health and safety, including attending any relevant meetings with the Local Authority and playing an active role in internal and external auditing.
- To ensure that all statutory training needs are met for staff members, including but not limited to
 - Fire safety training (including use of extinguishers)
 - Asbestos training
 - Legionella training
 - First aid training
- Specific training of the site team in issues relating to their workplace health and safety, including the use of tools
- Line management training to advance CPD
- To create and carry out school wide and departmental training courses relevant to the health and safety of the school – to ensure that detailed records are kept of these for auditing purposes.
- To create and update, in consultation with SLT, all statutory policies relating to the health and safety of the building. This will include the Health and Safety policy and all relevant policies that are required at the statutory level. In addition, these are to be ratified by the Board of Governors and made freely available to staff
- To develop and maintain a COSHH register for the school, in consultation with the science and DT departments. To ensure that all departments are aware of their responsibilities under COSHH and that all items that are brought into the school have the appropriate Safety Data sheet and are approved for school use.
- To maintain the school's Asbestos Register (being the responsible person), in conjunction with the site team. To ensure that all contractors are given access to this register before any works commence and to sign to this effect. To ensure that staff are aware of the presence of asbestos in the building and are given access to the register.
- To manage and maintain (working closely with the Medical Needs Officer) the first aid requirements of the school. To ensure that all accidents and incidents on the school site are reported, and to ensure that there is a means for doing so when out of school, such as on school trips.
- To attend the Health and Safety governor meetings, raising any concerns and producing reports on any issues that may need addressing.
- To develop and maintain (working closely with the site team) an electronic system for health and safety monitoring and compliance checks, to be undertaken by the site team.
- To play a key role in the development and maintenance of the Emergency Contingency Plan – working closely with the SLT to ensure that all eventualities are covered and are controlled in line with local authority guidance.

Security

- To manage the school's CCTV network and to assist staff in reviewing/recording incidents, etc.
- To manage the school's access control system

- To contact and liaise with police and alarm company in the event of any unauthorised entry/ security risk.
- To maintain an accurate and complete record of all security-related incidents
- To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted, and that appropriate progress action is followed through.
- Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.
- To act as an emergency out-of-hours contact with key holder responsibilities.
- Advise on levels of security and, if appropriate, how they may be improved.

Line Management – Site Assistants & Medical

- To effectively line manage the Site Assistants and have a dual role with the Deputy Headteacher (Pastoral) for the Medical Needs Assistant
- To ensure that any training relevant to the job is offered and conducted, with particular focus on CPD.
- To conduct the annual appraisal of the Site Assistants and to conduct probation meetings where appropriate.
- To ensure that regular communication is maintained and that regular meetings are established to ensure that everything is satisfactory.
- To organise an effective system of deputising for critical tasks relating to the effective running of the school building.

External Contractors & Cleaning Teams

- Ensure that existing contracts are carried out in accordance with their specifications and take effective action when they fall short of such specifications.
- In liaison with the DFO, formulate new specifications as required.
- To contact appropriate contractors to request estimates etc and maintain appropriate paperwork.
- Liaise with contractors working on site.
- Ensure that all contractors maintain the standard dictated by the appropriate specification, including all the health and safety considerations.
- In liaison with the DFO, take effective action to follow up incomplete work or defaults.
- Monitor contractors' work and recommend payment of contractors' invoices when the work has been satisfactorily completed.
- To ensure a high level of grounds maintenance either directly or through an appropriate contractor
- To ensure that all contractors submit a valid risk assessment and method statement suitable for the work they are intending to do. To ensure that all details are checked and all DBS information is logged.
- To manage the contracts budget of the school, ensuring that the school maintains value for money.
- Maintain the Contractor SCR in liaison with the school HR Manager.
- To monitor the effectiveness and management of cleaning contracts.
- To plan and manage the cleaning specification.

Administration

- Provide an advanced knowledge of legislation, including Health and Safety, as it applies to school premises.
- Compiling data and, in liaison with the Director of Finance and Operations, submit premises related returns to the Local Authority
- In liaison with the DFO be responsible for the preparation of premises related projects and related funding bids
- Submission of a schedule to show planned working time during periods such as half terms or summer holidays, to enable to programme works.
- Submission of monitoring reports, including meter readings
- As appropriate provide a report on a contractor's failure to comply with the appropriate specification to the DFO (if requested in writing) and after recommendation and consultation take appropriate action.
- Raise and follow up works orders
- To monitor the procurement of COSHH assessments, the maintenance of the COSHH register and ensure that all relevant staff are made aware of their responsibilities under health and safety legislation.
- To manage the repair and maintenance budget of the school, ensuring that the school maintains value for money.

Services

- To ensure the efficient management of the heating systems in the school. This will include the operation of the boilers and associated plant and routine maintenance
- To be responsible for the most efficient operation of lighting, plumbing and other services
- Support the schools in finding other sources of energy, including renewable
- To implement and monitor records of energy and water usage and act if usage varies
- Ensuring / monitoring the routine checks of services or systems (burglar alarms, fire alarm systems etc.)

Repairs and Maintenance

- To identify through regular inspection and through notification by other staff, work that needs to be undertaken. In liaison with the DFO, ensure the preparation and execution of a rolling maintenance programme.
- Delegate all reasonable basic repair and maintenance requirements
- Identify and take steps to rectify any problems connected with the school's effectiveness
- In liaison with the DFO maintain accurate records and costs of maintenance required
- Develop and maintain an electronic means of logging site issues, checking this regularly and following up with the Site team regarding progress or non-compliance of site issues.

Training and Development

- To undertake training courses to develop relevant skills.
- To attend any course that may be reasonably be required
- To participate fully in the schools' appraisal systems

Equal Opportunities

Understand and act in accordance with Equal Opportunities and Equality policies in the school.

Other

To undertake such duties which are commensurate with the general level of the post that might reasonably be operationally required by the Headteacher, DFO or the Governing Bodies.