** MACMILLAN ACADEMY**

**JOB DESCRIPTION**

**Job Title:** Facilities Manager

**Responsible to:** Estates Director

**Purpose:** To ensure that all Endeavour Trust Academies (ET) and Trust facilities are maintained to the highest standard. Work closely with the Estates Director and principal staff to enhance the school environment including all school facilities and grounds. Assist in managing the delivery of hard and soft facilities management services across all ET locations including premises maintenance and development, safeguarding, cleaning and catering. Contributes to strategic and operational planning as a full member of the ET management team. To be the designated Health and Safety Responsible person for Endeavour Trust.

**Principal responsibilities:**

* Line manage the facilities team to ensure efficient planned and reactive/ad hoc measures are taken to maintain the upkeep of all ET premises to a high standard at all times.
* Work with appropriate professionals and contractors to manage and implement building and expansion projects in accordance with ET’s overall strategy.
* Provide regular Health & Safety reports to the Health & Safety Governor and Board as required.
* Ensure that all maintenance is executed safely and in accordance with the relevant professional standards and Health & Safety regulations.
* Develop and maintain effective relationships with relevant suppliers and trades ensuring value for money and satisfactory delivery of all externally sourced work.
* Ensure that adequate facilities team support is provided for external or public users of ET facilities.
* Regular inspections and audits of all sites including effectiveness of facilities team.

**Lettings**

* Work with the Community Partnerships Director on any initiatives aimed at using ET facilities to generate additional revenue or for community use.
* Ensure that practical steps are taken to ensure safeguarding of children and the health and safety of premises users.

**Health and Safety**

* Ensure that ET is in full compliance with all relevant Health and Safety legislation and best practice on all sites at all times.
* Fire Safety compliance and testing must be maintained at all times.
* Maintain and update Health and Safety policy statements, risk assessments, safe systems of work documentation, evacuation plans and accident records as necessary.
* Maintain reliable and effective security measures to protect all ET sites from potential criminal activity.
* Ensure that all work is undertaken with due regard to ET’s Child Protection and Safeguarding policies.
* To perform and record regular Health and Safety audits across the Trust to ensure no risks to the Trust or schools are unrecorded or unresolved.

**General**

* Identify and implement training and development for ET facilities staff.
* Build and maintain excellent working relationships with Headteachers and other staff to ensure that Site Services are customer-focussed, responsive and sensitive to the aims and values of ET.
* Undertake all work with regard to best practice and legal requirements relating to diversity and equality.
* Undertake any other appropriate work as directed by the CEO or any other Senior Manager with delegated authority.
* A customer orientated approach is required to both internal and external users of the facilities.

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**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Director of Human Resources.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Line manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**PERSON SPECIFICATION**

**FACILITIES MANAGER**

The successful candidate will have a can-do attitude with strong project and people management skills. You will need to be committed to providing excellent customer service and to achieving the aims and objectives of Endeavour Trust as a provider to the highest quality education to children in our area.

**Qualification and other required experience and skills are essential:**

* A building-services related professional qualification eg. RICS, CIOB or BIFM
* A recognised Health and Safety qualification, preferably NEBOSH
* Substantial experience of hard and soft facilities management in a school environment
* Knowledge and understanding of safeguarding
* People management experience
* Strong written and verbal communication skills
* Project management skills
* Strong level of numeracy
* Effective personal organisation skills
* Inclusive and collaborative approach

**Desirable:**

* Experience of managing catering operations
* Experience of managing cleaning operations
* Experience of managing facilities on multiple sites