

Job Description

Post Title:	Facilities Manager
Location:	The Norwood School
Responsible for:	1 Premises Manager i/c cleaning 1 Premises Officer
Reporting to:	School Business Manager
Liaising with:	Co-Headteachers and School Business Manager
Purpose:	<ul style="list-style-type: none"> To provide a comprehensive school-site facilities management service to the standards laid down by the governing body and LA, and ensure a healthy and safe environment for all who attend, work at or visit the school. Day to day management of school premises and buildings, including cleaning and catering, Contract Management, Risk Assessments, Key Holding and Security Arrangements. As a key member of the staff team, the Facilities Manager will have a crucial role in the day-to-day running of the whole school site and liaising with the Headteacher on strategies for meeting the changing needs of the school.
Salary	PO3 Points 33-36 £47,925-£51,228
Hours:	35 hours. Permanent, full time, will involve shift work and may require overtime as and when required at the relevant rate.
Main duties and responsibilities	<ul style="list-style-type: none"> To be responsible to the Headteacher for the maintenance, security, heating and ventilation, health and safety and other general services within the establishment To act as a key holder for the site. To ensure, as far as is practicable, that the security of the site is maintained at all times. To advise the Headteacher and/or other appropriate authorities (eg the police), where any security breaches occur and to make recommendations for improvement and/or prevention where necessary. To maintain an overview of the maintenance requirements of the site through periodic and planned inspections. To carry out specified maintenance work. To engage all outside contractors and monitor the work ensuring contract compliance. To ensure that the cleanliness of the school site is maintained to the highest standard at all times. This will be achieved through the monitoring/supervision of cleaning services, which will include carrying out any emergency cleaning that may be required To maintain accurate staff records to include attendance, punctuality, overtime and undertake performance management reviews for identified staff. To complete and maintain an accurate asset register data base To facilitate evening and weekend lettings To ensure the day-to-day maintenance of the school premises in respect of electrical and gas supplies, security system, water, gulley's and drainage system, heating and ventilation plant and equipment and any other relevant systems or supplies, ensuring all defects are reported/remedial action taken and make appropriate arrangements for the relevant utility provider to carry out repairs and servicing as required.

	<ul style="list-style-type: none"> ● To carry out regular checks and maintenance on all firefighting equipment, rectifying defects as necessary. To ensure the contract for annual checks is carried out by the relevant Fire Authority. ● To manage the school's security system, including intruder alarm, access control, staff security and CCTV system. ● To be responsible for liaising with contractors and their agents for any building work carried out on site. This is to include any specific health and safety issues for the school. ● To ensure, as far as is practicable, that appropriate Health and Safety procedures are observed by everyone who attends, works at or visits the school site. To report any breaches of Health and Safety to the Headteacher. To provide advice and guidance to users of the site as required. ● To provide assistance with the setting up of rooms, stage equipment, preparation for assemblies, performances, parents evenings etc. ● To be responsible for ordering specific supplies, arrange for key cutting where necessary and take delivery of all supplies and services provided to the site. ● To maintain appropriate comprehensive records in support of all the areas of accountability set out in this job description. To provide oral and written reports to the Headteacher, the LA and Governors as requested. ● Act as key holder for the site and to attend call outs as and when required. ● To actively promote good relationships with our parents/carers and the local community ● To provide strategic advice to school management in relation to premises and health and safety issues in emergency situations.
	<ul style="list-style-type: none"> ● In discharging the duties of the post to have due regard to the provisions of all Health and Safety legislation ● To ensure all duties and responsibilities are carried out with due regard to all school policies and procedures ● To ensure Health and Safety regulations during periods when the school is hired to outside ● A commitment to and understanding of implementation of the Local Authority and the School Equal Opportunities Policy ● To take responsibility appropriate to the post for inclusive work practices which challenge prejudice and inequality in any form ● To have due regard for safeguarding and promoting the welfare of Children and Young People's and to follow all associated children protection and safeguarding policies as adopted by the school and Local Authority. ● Enthusiasm and willingness to participate in training to meet the needs of the service (eg, delivering and collecting documents to and from other premises).
<p>General Duties</p>	<ul style="list-style-type: none"> ● To be responsible for maintenance and upkeep of all buildings, grounds, equipment, plant, fixtures and fittings within the establishment ● To liaise with the Headteacher, School Business Manager and staff in the Children, Families and Education Department where appropriate on aspects of maintenance. ● To carry out specified minor maintenance work with appropriate training tools and equipment (eg, putting up display boards, decoration of classrooms). ● To maintain a rolling programme of decoration and refurbishment ● To maintain lists of contractors and share this information with the School Business Manager. ● To be responsible for ensuring the safe operation of all mechanical, electrical and other potentially hazardous equipment, fixtures, substances and materials within the establishment, ensuring the

	<p>maintenance of fire and other safety equipment, keeping accurate records in accordance with health and safety legislation.</p> <ul style="list-style-type: none"> ● To line manage Premises and Cleaning Staff employed directly by the Governing Body of the school, including responsibility for organisation, direction, standards of works and staff conduct and discipline. To participate in the recruitment, training and development of premises staff ● Where appropriate ensure contract workers/casual staff are supervised effectively, when deployed. ● To ensure that the school premises are cleaned to an acceptable standard on a regular basis according to instructions from the Headteacher. ● Monitoring of building maintenance contracts and other tendered out services as determined both by the standards set by the client monitoring and by the Children and Young People's Service and Central Client Monitoring Unit. ● To undertake emergency cleaning required to maintain a health and safe environment as directed by the Headteacher. To organise and undertake deep cleans of the school premises during school holiday periods. ● To maintain appropriate comprehensive records for all maintenance and repairs, ordering of stock and equipment, incidents involving health and safety and security and recording visits to the establishment by authorised persons. ● Ensuring adequate security arrangements are in place when office staff are not available to receive visitors/workers. ● Under the direction of the Headteacher to take all reasonable steps to maximise the safety of pupils, students and members of the public. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the Authority's procedures on security. To maintain an appropriate system of keyholding and to ensure access to the Council's premises by contractors and other authorised personnel. ● To work with a set budget in liaison with the School Business Manager.
Safeguarding	<ul style="list-style-type: none"> ● To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect. ● When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. ● In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
Equal Opportunities	<ul style="list-style-type: none"> ● To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service. ● To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equality Act 2010.
Health and Safety	<ul style="list-style-type: none"> ● In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a

	<ul style="list-style-type: none"> • safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
Data Protection	<ul style="list-style-type: none"> • When working with computerised systems to be completely aware of responsibilities at all times under General Data Protection Regulations for the security, accuracy, and significance of personal data held on such systems.

This job description is not necessarily a comprehensive definition. It will be reviewed annually, although this may happen more regularly during the first year of existence of the post.

Signatures – Job Description discussed and agreed

Signature of Post Holder:

Date:

Signature of Supervisor:
(Line Manager)

Date: