



**Title:** Facilities Manager

**Responsible to** Business and Operations Manager

**Purpose of the job** To ensure the security, care and availability of the Academy building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the Academy's assets to support the educational objectives of schools.

Line manager for the caretaking, housekeeping and cleaning teams of the Academy.

To provide a 'handyman' service in response to smaller, in-house maintenance and repair requirements.

To facilitate and promote the letting of indoor and outdoor facilities at the college to generate income

#### **MAIN RESPONSIBILITIES:**

- 1 Responsible for ensuring the building and contents are secured.
- 2 Provision of access to the building (and grounds) to authorised persons at all reasonable times.
- 3
  - (i) Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary with full regard to Health and Safety legislative requirements.
  - (ii) To be a member of the College Health and Safety Committee
- 4 Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson.
- 5
  - (a) To be responsible for Health and Safety in relation to grounds and buildings
  - (b) Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
- 6 Operation of the heating, lighting and air handling systems: monitoring usage and promoting energy conservation in the Academy. Monitoring the operating costs of the building and associated resources by:
  - (i) Following the procedures laid down for the monitoring of the operation cost of the building and associated resources
  - (ii) Analyse the levels of expenditure for all utilities

- (iii) Identifying areas of excess cost and taking appropriate steps to rectify the situation by direct action where it is possible, or in conjunction with the Business and Operations Manager
  
- 7 As a Budgetholder, to monitor and plan expenditure for non-structural maintenance budgets. Planning and costing all improvements and maintenance requirements in association with the Academy Premises Plan/Improvement Plan.
  
- 8 Responsible for the facilities management service for the Academy. Ensuring all maintenance and servicing of machinery/systems are up to date and all contracts represent best value for the Academy.
  
- 9 To develop and grow lettings of indoor and outdoor facilities at the college to generate and increase income and to create a community facility for all age groups at the college
  
- 10 In association with Business and Operations Manager, develop, collate and prioritise the 5 year Academy Premises Strategic Plan, providing a termly report for Governors on the progress of all items.
  
- 11 Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
  
- 12 Line Management of the caretaking, housekeeping and cleaning teams including:
  - (i) Planning the work allocation of themselves and of the caretaking, housekeeping and cleaning teams to meet the requirements of the Academy and carrying out normal supervisory duties;
  
  - (ii) Monitoring the standards of cleaning of the building, ensuring cleaning is undertaken in accordance with latest health and safety legislative requirements; and
  
  - (iii) Where applicable, carrying out cleaning work.
  
- 13 Responsibility for safeguarding and promoting the welfare of pupils
  
- 14 Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request of Executive Principal or member of the Senior Leadership Team.

## **JOB ACTIVITIES:**

- 1
  - (i) Plan in conjunction with the Business and Operations Manager, and operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism.
  - (ii) Act as designated first contact key holder for Academy premises, including out of hours calls re alarm activations.
  - (iii) Maintain a register of keys issued on the instructions of the Business and Operations Manager
  - (iv) Requesting unauthorised users of the site to leave: calling for the attendance of the Police if necessary (in accordance with agreed guidelines).
  - (v) Specific duties are as follows:
    - am Unlocking of gates and entrance doors and checking security. Switching on of lights and opening of windows as might be required.
    - pm Securing premises, checking that windows are closed, lights switched off and internal doors locked, as might be required. Locking of external doors and gates.
- 2
  - (i) Providing such access to the Academy as may reasonably be required outside the normal hours of opening, including access in the event of flood, snow or other similar emergencies.
- 3
  - (i) Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
  - (ii) Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson (within the range of work specified).
  - (iii) Drawing the attention of the Business and Operations Manager to any repairs or maintenance work which is beyond the competence and responsibility of the Academy's staff.
  - (ii) Directing tradespeople and contractors to the site of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note. Supervising their work where required.
  - (v) Replacement of light bulbs, fluorescent tubes, etc.
  - (vi) Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds, etc.

- (vii) Ensuring all caretaking (and, where applicable, cleaning) equipment is in a safe clean and working condition.
- (viii) Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.

Note: The Facilities Manager's direct activities are limited to situations where safe access can be obtained and suitable tools are available.

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  - (i) Opening the heating plant so that the required temperatures are maintained in the Academy premises and that an adequate supply of hot water is available. Carrying out frost precaution procedures. Cleaning flues, filters, according to procedures.
  - (ii) Ensuring that adequate supplies of fuel are available, ordering further stocks when required.
  - (iii) Monitoring the usage of energy, including the keeping of records of consumption and the identification of trends.
  - (iv) Taking steps to reduce energy consumption and in conjunction with the Business and Operations Manager /Head of School promoting the awareness of other Academy staff concerning energy conservation.
- 5.
  - (i) Following the procedures laid down for the monitoring of the operation costs of the building and associated resources.
  - (ii) Maintaining records of consumption of a standard list of consumable items, and of expenditure on a further range of items.
  - (iii) Identifying areas of excess cost and taking appropriate steps to rectify the situation, by direct action where this is possible, or in conjunction with the Business and Operations Manager
- 6
  - (i) Preparing for Academy and after-Academy activities, clearing and (in specific circumstances) cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
  - (ii) Laying out and stacking of chairs, desks, tables, etc. Movement of these within the Academy, including setting out furniture for examinations.
  - (iii) Taking delivery of stores, materials and other goods storing and/or moving them within the Academy is required.
  - (iv) Despatch of goods from the Academy.
- 7
  - (i) Attending to such duties appertaining to the premises as may occur from time to time.
  - (ii) Taking a leading role in the event of fire, flood, breaking and entering accident or major damage – coordinating insurance claims, repairs and access control.
  - (iii) Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish. Disposal of all rubbish and cleanliness of dustbin areas.
  - (iv) Emergency cleaning in the absence of housekeeping/cleaning staff, e.g. spillages of paint, students being sick, etc.

- (v) Replenishment of soap, toilet rolls and towels.
  - (vi) Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire Precautions Regulations.
  - (vii) Dealing with instructions received from the Business and Operations Manager or his/her authorised representative in accordance with the Academy's regulations concerning the letting of the Academy premises and carrying out such duties as may be required.
  - (ix) Carrying out the reasonable instructions of the Business and Operations Manager/Head of School
- 8
- (i) Planning the work allocation of himself/herself, his/her deputies and where applicable, the housekeepers/cleaners, subject to the requirements of the Business and Operations Manager/Head of School and the guidance of supervisory staff.
  - (ii) Giving guidance to his/her deputies and where applicable, instruction to cleaners in all aspects of their work.
  - (iii) Carrying out normal supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good timekeeping, dealing with grievances and problems and seeing that work is done correctly.
  - (iv) Assisting, when necessary, the Business and Operations Manager with the recruitment of caretaking, housekeeping and cleaning staff.
  - (v) Completing work records and other documentation as required.
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- Where this is under his/her control, ensuring that the Academy premises and furnishings are cleaned in accordance with the Academy's standards and methods.
- 10
- (i) Maintaining good communication with the Head of School and staff of the Academy and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the Academy.
- 11
- (i) Ensuring, by active participation and supervision, the cleaning in accordance with the Academy's specifications of those areas of the Academy premises and furnishings specifically assigned to him/her.
  - (ii) During periods of Academy closures the maintenance/cleaning work will include any special tasks that become necessary, including the use of step-ladders in accordance with the Academy's guidelines and other non-routine cleaning, for example painting.
- 12
- Health and Safety Officer for whole Academy responsible for all aspects of compliance with Health and Safety legislation and HSE requirements. Undertaking regular H&S checks of grounds, buildings and equipment.
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- Completing Risk Assessments of working practices/procedures as required.
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- Project management of capital build projects as appropriate/required.
- 15
- Planning and completion of major capital projects including the completion of construction/refurbishment tasks.

## **OPERATIONAL ARRANGEMENTS**

- 1 The normal working week will be 37 hours.
- 2 These hours will be worked between 0630 and 2130 Monday to Friday, by agreement and as required to meet the needs of the business
- 3 Hours authorised by the Business and Operations Manager in excess of 37 will be paid at agreed overtime rates for each complete half hour.
- 4 All Academy work within this period will be carried out as part of the normal weeks work.
- 5 The periods of work within the time limit will be flexible and the normal hours of duty of the Facilities Manager will be planned to cover the needs of the Academy particularly weekday lettings. The hours of duty may vary from day to day.
- 6 Notwithstanding the adoption of a programme of duty, the Facilities Manager will be expected to respond to needs which cannot be planned subject to any overall limitations. This would include emergencies outside of normal hours.