

Job Description

Job Title: Assistant Facilities Manager

Responsible to: Deputy Principal

Statement of Purpose:

In conjunction with the Deputy Principal, ensure that the school buildings and the school site are maintained to a high standard, are secure and offer the maximum effective use to meet the needs of the school day and extended hours provision. Work alongside the Deputy Principal to approve work orders in line with the Facilities Budget. Deputise in the absence of the Operations Manager. Line Management of a team of caretakers, and Estates Administrator.

Key Tasks:

Facilities Management

- Ensure the school is maintained to a high standard, ensuring learning environments are available for use.
- Ensure all planned maintenance is carried out in a timely manner.
- Ensure the school buildings comply with all current health and safety regulations.
- Monitor and maintain the Facilities CAFM system
- Manage contractors carrying out planned and reactive maintenance ensuring all works are completed to a high standard and in a timely manner.
- To oversee the building management system, biomass boilers, door controls and other advanced onsite systems. Ensuring they are fully utilised and managed in the most efficient and effective way to ensure streamlined operation of the site.
- To maintain and update a comprehensive cyclical maintenance programme for the building, equipment and all assets.
- To maintain an asset log detailing the description, location and value of all assets above a prescribed value.
- Assist in managing the security of the site, liaison with security contractors and to ensure that school buildings are secure.
- Be responsible for the management of the school minibuses, i.e. maintenance/ tail lift servicing/ cleaning / MOT and tax, to ensure safety and security of pupils and staff using the vehicles.
- Oversee the swimming pool plant room, the pool and the pool cover to optimise the opportunities for swimming during and out of school hours.
- Co-ordinate grounds maintenance and sedum roof maintenance to ensure work is complete timely and to a required standard.
- To ensure that excellent site support is provided to those who have hired the School premises through the lettings procedure.
- Undertake regular site inspections and manage any remedial actions.

- To be responsible for car parking management and ensure the best and safest use of the carpark.
- Be available for out of hours call outs on a rota basis.
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Personnel Management

- To be fully responsible for the coordination and effective leadership of the Caretaker team and ensure efficient deployment of resources and to deliver a comprehensive site support service.
- Carry out regular performance reviews of all direct reports.
- Ensure training and development is undertaken where required.

This is not an exclusive or exhaustive list but indicates the type of role and expectations to be placed upon the position. Other tasks commensurate with these may be required at the discretion of the Deputy Principal or Headteacher.