



**JOB DESCRIPTION AND PERSON SPECIFICATION**  
**Facilities Manager**

**BOW SCHOOL**

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## PERSON SPECIFICATION

The successful applicant will demonstrate the following experience, skills and characteristics:

### Qualifications/Training/Experience

- IOSH Health and Safety qualification
- Recognised First Aid qualification
- Working knowledge of Health and Safety relating to the post
- Knowledge of the operation of heating, ventilating systems and common causes of malfunctions and energy efficiency measures
- Knowledge of maintenance and security systems and procedures
- High levels of literacy and numeracy.
- Experience of managing a team
- Experience of an end-user facing role in a busy environment
- Experience of working in a school or other site management role
- Experience of overseeing other works i.e. contractors, cleaners etc. and of undertaking responsibility for the care and maintenance of premises.
- Experience of dealing with variety of stakeholders in person, by email, and on the telephone
- Experience of following purchasing and other financial procedures
- Experience of working in an office environment or similar

**THE POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

## JOB DESCRIPTION

<b>Post Title:</b>	Facilities Manager
<b>Purpose:</b>	To be responsible for all matters relating to the satisfactory operation of the school's building, grounds and equipment through active supervision of both the external FM and on site school's premises teams
<b>Reporting to:</b>	School Business Leader
<b>Responsible for:</b>	On site Contract Cleaning Manager, Premises Team, Facilities Administrator, Teaching staff, administrative staff, students, visitors, outside agencies and all key stakeholders.
<b>Liaising with</b>	On site Cleaning Manager, Contractors, LBTH Officers, Premises Team, Teaching staff, administrative staff, students, visitors, outside agencies and all key stakeholders.
<b>Scale/Grade</b>	Full Time 35 hours per week, all year round. PO3 to PO4 depending on experience

### Key Duties and Responsibilities

#### Main (Core) Duties

##### FM Compliance

- Monitor and assess the effective delivery of internal PPM maintenance and ensure that statutory compliance is met, liaising with, and holding 3<sup>rd</sup> party contractors to account where applicable.
- Meet on a regular basis with On Site Cleaning Supervisor and Contract Manager to review the delivery of the contract and decide on appropriate actions to meet the needs of the site. Provide minutes of these meeting to SBL. Advise the SBL with regard to any issues related to the satisfactory delivery of the contract and/or failure by the service provider to meet any KPIs.
- Commission and monitor the quotation process for works that need to be undertaken. Inform SBL of these arrangements as and when they arise.
- Identify problems with strategic FM delivery raising these with the SBL in a constructive manner.
- Ensure that all contractors are carrying out all duties related to statutory compliance and pre-planned maintenance where this is delegated to such contractors.
- Ensure that any duties related to statutory compliance or pre-planned maintenance (PPM) conducted internally are carried out consistently and in-line with guidance. Ensuring staff have appropriate training and skills to carry out such tasks,
- Liaise with helpdesk, contractors and premises team to ensure that PPMs are carried out satisfactorily and on schedule.
- Act as the first point of contact for all issues as these relate to AHUs, CHPs and all roof based plant
- Ensure that contractors are compliant in the providing of all method statements and risk assessments for all/any work.
- Ensure that appropriate permits to work are issued, contractors, before work is undertaken and that they are adequately supervised.

##### Site Maintenance

- Manage the selection, evaluation and monitoring of external contractors. Commission quotes as required and brief SBL on options.
- Monitor and supervise the completion of any sub-contracted project works and where necessary, for example in the case of absence, ensure that the Senior Premises Officer is fully briefed to carry out such responsibilities. Report any concerns or issues to SBL.

- Supervise and monitor major improvement/project works, as commissioned by the school, outside of the contract.
- Provide site cover for Senior Premises Manager as necessary. Be 2<sup>nd</sup> key holder for the school and a point of contact on all security and emergency call outs, in absence of Senior Premises Manager
- Devise and manage a planned maintenance programme of the building and equipment
- Arrange for the removal and safe disposal of unwanted items and materials maintaining and updating an assets register as required.

### **Team/Line Management**

- Run a daily meeting with the premises team, Facilities Administrator, and Senior Premises Officer. Meet regularly (weekly) with cleaning contract supervisor. Arrange and attend a monthly contract review meeting with SBL, Cleaning Contract Manager and others as appropriate
- Line Manage Senior Premises Officer monitoring their performance against agreed targets.
- Manage the appointment, induction, training and performance of premises staff, in order to create and maintain a high level of customer care
- Prepare work rotas, managing the allocation of over-time and the deployment of premises staff in order to ensure appropriate levels of cover (especially during evenings, weekends and holiday periods).
- Undertake performance management reviews of team members as required. Set objectives. Monitor and review progress in line with school policy.

### **Hiring and Letting**

- Implement the school's access, hiring and lettings policies and procedures, to include maintenance of all lettings information e.g. enquiries, vetting checks, issues, distribution of paperwork, costs, terms and conditions and contracts.
- Liaise with School Business Leader and Headteacher
- Maintain accurate records of financial arrangements
- Liaise with Finance Department on regular basis to ensure invoices and payments are processed in a timely manner
- In conjunction with School Business Leader and other members of the school community, provide opportunities for external groups to use the school site and facilities

### **Health and Safety/Fire Safety**

- In negotiation with the Head Teacher and School Business Leader, implement Health and Safety Policy.
- In line with school policy continuously monitor compliance with health and safety regulations across the school
- Be the first point of contact for dealing with Health and Safety issues; be knowledgeable on procedures and specific contacts and duties.
- Manage requirements around and Health and Safety Audits and Fire Risk Assessments creating and delivering appropriate action plans to respond to any issues raised.
- In negotiation with the Head Teacher and School Business Leader, implement Fire Safety policy
- Provide the necessary training for staff in respect of the schools Health and Safety and Fire Safety policies.
- Maintain a register of Risk Assessments for operations undertaken by the premises team and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
- Maintain a register of Risk Assessments that relate to other aspects of the school (individual high risk department areas such as Science, DT and PE) and monitor these to ensure that they are updated as required and are fit for purpose.

### **Other**

- The postholder will provide reports and recommendations, both written and oral, to SBL and the Head Teacher on his areas of responsibility.
- Support the aims and ethos of the school, setting a good example in terms of dress, behaviour, punctuality and attendance.
- Undertake any other duties as directed by the School Business Leader or Head Teacher

- Work time will be subject to an ongoing review and adjustment in consultation with the postholder as the school grows.

**Employees are expected to:-**

- Be aware of and comply with all applicable policies and procedures at the school, including those relating to safeguarding, Health & Safety, Security, confidentiality and data protection, reporting all concerns to an appropriate person;
- follow the school's absence procedures as outlined in the staff handbook;
- arrive promptly to work and complete your working hours as discussed with your Line Manager;
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in your job description;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers;
- demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities;
- report progress to their Line Manager;
- attend meetings and training as instructed by Management;
- undertake available training and demonstrate a commitment to continual development of professional skills.

**Other information**

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes to the job commensurate with the grade and job title.