

Facilities Manager



Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p>Job Title: Facilities Manager</p> <p>Department: Operations</p> <p>Location: Bedford School, De Parys Avenue</p> <p>Job Purpose: To ensure the site, and the school buildings and facilities are adequately maintained, sticking to budgets and timescales to ensure compliance with regulatory standards and inspection criteria. Responsible for carrying out estates' development plans in line with a brief and budget approved by the DFO, Headmaster, and Bedford School Committee.</p> <p>Reporting Line: Operations Director</p> <p>Hours: 40 hours per week, Monday to Friday. The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).</p>
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Key Information

<p>Main duties and responsibilities</p>	<p>You are expected to act in accordance with the aims, policies, and administrative procedures of the school.</p> <p>Specific Duties and Responsibilities</p> <p>The main duties and responsibilities of the Facilities Manager are as follows (this list is not exhaustive):</p> <p>Strategic Estates Planning</p> <ul style="list-style-type: none"> • In consultation with the Operation Director, help with the long-term, strategic planning and development of the Estate, whilst being sensitive to the tone, appearance, and function of existing buildings. • Liaise with architects and define timescales, budgets and resources required, undertaking the tender process for builders/contractors/architects/etc. • Chair fortnightly estates meetings, inviting relevant attendees, maintaining the rolling agenda and following up action points, liaising with Estates Team, where necessary.
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- In consultation with the Operations Director, work with a team on the School's Environmental Sustainability Plan, researching, proposing, and creating an implementation plan for green initiatives, alternative energy sources, and energy-efficient assets.

Planned and reactive maintenance

- With the Maintenance Supervisor be responsible for all Planned and Reactive Maintenance within the constraints of the annual budget.
- Maintain the rolling Planned Maintenance Programme and present to the Operation Director, to include internal and external fabric and finishes, mechanical and electrical services and infrastructure, where appropriate obtaining advice from consultants on specific areas within the site.
- Oversee the Maintenance Supervisor and wider team, ensuring facilities are maintained in good order with respect to current legislation and advising the Operations Director when inadequacies exist, and improvements are required. This includes, but is not limited to:
 - Boiler and control systems
 - Emergency lighting
 - Security alarms and fire alarms
 - Fixed electrical systems – testing
 - COSHH in relation to Maintenance Team
 - Swimming pool
 - Kitchen equipment
 - Grounds equipment
 - Safety equipment
 - Fire extinguishers/hose reels
- Produce half-termly reports on progress of the programme and budget, as well as reports for governor committees in line with timescales set out by Operations Director.
- Monitor, action and maintain the Annual Inspections Plan.
- With final approval from the DFO, procure contracts by the most time and cost-effective route in line with school and Harpur Trust policy.
- Liaise with Operations Director and the Head of Commercial, working toward the common goal of maximising financial benefit from hires.

Health and Safety

- Working with the Operations Director regularly review the School's Health and Safety Policy, Fire Safety Policy and Evacuation Procedures and any other related policies and make informed, accurate recommendations about any changes.
- Ensure that appropriate training is provided to School staff. Help deliver in-person training for all staff as required, including new joiners as part of induction process.
- Ensure the implementation of measures necessary for visiting contractors to adhere to the school's policy.

- Ensure termly Health and Safety inspections are carried out, records kept, and necessary work carried out. Leading and supporting these inspections proactively.
- Ensure every building and school activity is risk assessed.
- Be responsible for (delegating where necessary) risk assessments for (but not limited to):
 - Building & Estates (Static)
 - Building works happening (dynamic)
 - Regular school activities such as science lessons

Budget management and procurement

- Arrange, oversee, control and monitor with the Operations Director both planned and ad hoc maintenance for facilities, fabric, plant, mechanical, electrical, plumbing, drainage, fire protection and security systems of the buildings within the agreed budgets.
- Undertake (or oversee via delegated authority) ordering for supplies and consumables to support the school's procurement objectives, researching best value for selection of goods and services requested by staff, and providing the DFO with benchmarking data as required.

Accommodation

- Responsible for all school accommodation (staff and boarding houses).
- Regularly inspect staff accommodation for the purposes of ensuring adherence (both school and staff) to License to Occupy.
- Act as 'school representative' upon termination of employment contract (and Licence to Occupy) and subsequent vacating of premises.
- Follow up on inspection with actions delegated to the Estates Team.

Insurance

- Provide the DFO with appropriate information and documentation with regards to insurance claims involving facilities, fabric, plant equipment and services of site.
- Ensure insurance claims, once opened by the DFO, are followed up in timely manner where additional information is required.
- Maintain a register of estates-related insurance claims.

Line management

- Proactively manage direct reports, undertaking regular 1:1 meetings and setting objectives.
- Absence monitoring and holiday approval via the iTrent system.
- Personal development plans and annual appraisals for team.

Supporting other areas of the school

- Work with the Events Team to provide appropriate support from the Estates and Facilities Management team to deliver the commercial lettings programme.

	Undertake other duties as may be reasonably requested by the Director of Finance and Operations, Operations Director or other senior members of the School.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Facilities Manager

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		Completed NEBOSH or IOSH Managing Safely (or this will be provided upon appointment)	<i>Certificates</i>
Experience	<p>Experience in Building and Facilities Management, particularly in maintaining buildings</p> <p>Experience in working with and to Health and Safety Legislation within an organisation</p> <p>Experienced line manager, comfortable with setting objectives and managing employees' job performance</p>	<p>Experience of estates management database system and/or task management system</p> <p>Experience as Fire Safety Officer or similar</p>	<i>Application form and references</i>
Skills and Knowledge	<p>Ability to plan strategically with consideration for both long and short-term goals</p> <p>Excellent communicator, with the ability to present to and develop projects with internal and external stakeholders</p> <p>Strong organisational and budgetary skills</p>	<p>Knowledge of asbestos management</p> <p>Understanding of ISI regulations</p> <p>Understanding of the challenges of a school including health and safety and provision of space</p> <p>Strong IT skills, including Excel and the full Microsoft Suite including Teams and SharePoint</p>	<i>Application form, references and interview</i>
Personal competencies and qualities	<p>Enjoys working in a fast-paced environment with a variety of stakeholders</p> <p>Self-starter with an entrepreneurial attitude, drive, and a passion for achieving results</p> <p>Collaborative and approachable, able to enthuse colleagues on the bigger picture while keeping an eye on detail</p>		<i>Interview and references</i>

	<p>Practical approach to project planning with a working understanding of different systems and regulations</p> <p>Keen to seek out a diverse range of opinions and perspective from a variety of departments to find creative and thoughtful solutions</p> <p>High standards of personal and professional integrity</p> <p>Ability to work in in a pressurised environment, manage competing priorities and deliver results within changing circumstances and priorities</p> <p>Enthusiasm for working in a school to deliver the best environment for education</p>		
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