

JOB DESCRIPTION

Job Role	Facilities and Site Manager
Grade	SET Grade 9
SCP	34 -39
Terms and Conditions	Support Staff Contract

Directly Responsible to: Business Manager

Statement of Purpose

To provide efficient and effective site and facilities support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency. The post holder will plan and prioritise their own work without direct supervision.

Line Management

- Will involve the line management of a small team to ensure:
 - a) Adequate cover for holiday periods;
 - b) Adequate cover for outside normal school hours;
 - c) Providing cover for emergency call out
- Hold regular team meetings with appropriate and managed staff.
- Undertake regular facilities and site meetings with Business Manager.
- Undertake and organise recruitment/induction/appraisal/training/mentoring of other staff.
- Manage the overall facilities and site provision services provided within school.

Facilities Management

- Contribute to the planning and policy in relation to the school facilities and premises
- Project manage repairs, maintenance and installation.
- Manage, monitor and record readings as appropriate for essential services, e.g. gas, oil water, electricity etc.
- To assist and advise the Principal and Business Manager in relation to matters relating to energy and conservation.
- Ensure that plant and equipment is adequately maintained including the regular testing and maintenance of electrical equipment.

- Review and maintain records of plant and equipment maintenance, tests, fire evaluation drills, fire officer inspections and fire extinguisher maintenance.
- Ensure the first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensure that relevant systems are in place for the management of asbestos, control of legionella and excessive water temperature.
- Undertake relevant administrative tasks, preparing reports as required for the Business Manager.
- Compare costs for various services and goods before choosing the best options for the facility and reporting to the Business Manager.

Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions through to the appropriate identified contractors.
- Responsible for maintaining the security of premises and its contents including the monitoring of any security systems installed.
- To clean light fittings, repairing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers in accordance with safe working practices.
- Remedial action after intrusion including boarding up, broken windows etc.
- Liaising with school management in relation to formulation of risk assessments where appropriate.
- Maintain and comply with the Health and Safety at Work Act, ensuring appropriate records are kept, notices and accident book is in place and give relevant advice to the Business Manager and Principal of the school.

Maintenance and Cleaning

- To arrange to clear blockages, remove foreign mater from sinks, toilets, drains and clean up spillages as required.
- In the event of an emergency lead and deal with the urgent and immediate actions e.g. cleaning up debris and spillages and ensure furnishings are cleaned.
- To ensure that all gullies, drains etc. are kept free from debris and the school and grounds are litter free.
- To ensure that the premises remain clean and tidy and litter free including litter bins.
- To dispose of waste material in a safe, lawful, hygienic manner ensuring it is available for collection as necessary.
- To undertake weekly premises and building checks reporting to the Business Manager.
- To undertake regular tests of the water system (e.g. checking temperature, quality etc.).
- Advise and/or undertake renovation projects.
- Fit, and arrange shelves, notice boards etc.

Resources

- To undertake portaging tasks as agreed, including setting up and clearing away furniture.
- To control the provision of toiletry items including toilet rolls, soap etc. in relevant areas.
- Monitor and organise replenishment of stock consumables e.g. light builds, toiletries etc.
- Maintain appropriate records of log books and statutory records. E.g. alarms, fire alarm tests etc.
- To report emergencies in the case of faults with gas, electric and water supply to the designated senior leader and emergency services.
- To attend to where necessary, personnel visiting the site e.g. contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post-holder's responsibility.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Health and Safety

The post-holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to. The Facilities and Site Manager is expected to be smart in appearance and dress.

Professional Responsibilities

The post holder is required to be aware of and comply with client policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The post holder is required to be an ambassador for Shaw Education Trust and display high levels of professionalism, confidentiality and integrity.

PERSON SPECIFICATION

Facilities and Site Manager

Experience

- Experience of working at a senior level in site management/ security.
- Management experience and appropriate management qualification

Qualifications/Training

- NVQ 4 Building Maintenance & Estate Service, Facilities Management or equivalent qualification, or experience in a relevant discipline.

Knowledge/Skills

- Good understanding and ability to use specialist equipment/resources.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Ability to relate well to children and to adults.
- Good organising, planning and prioritising skills.
- Methodical with a good attention to detail.

Behavioural Attributes

- Builds personal relationships with stakeholders, through regular contact and consultation.
- Coaches and empowers team members to take responsibility for ensuring customer care.
- Understands the school's development plan and how it relates to team and individual objectives.
- Accepts, supports and quickly implements change.
- Identifies and promotes best practice and encourage the sharing of ideas.
- Proactively seek opportunities to increase job knowledge and understanding.
- Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team