# THE ROLE: Site and Facilities Manager

### Job Purpose

* + Take a lead role in ensuring high quality provision of premises management.
  + The post holder will manage all aspects of the school’s properties including upkeep, care, maintenance, security, health and safety and facility management in line with statutory and regulatory requirements.
  + The post holder will undertake the management of refurbishments, expansions and other building advancements and support developing, procuring, and implementing building projects.
  + The post holder will proactively manage risk, including up to date risk assessments are in place and key information and training is disseminated to staff to ensure they are aware of their responsibilities in these areas.

### General Duties

* + Provide efficient and effective site support to ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.
  + Observe safe working practices in carrying out their required duties and to ensure that instructions specified by the Trust, technical consultants, contractors and manufacturers are adhered to.

### Premises Management

* + Work alongside the school’s Senior Leadership Team to strategically plan development

projects.

* + Develop and implement building projects and other significant school development projects.
  + Project manage authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications and safety.
  + Develop and implement a planned maintenance programme for the school’s estate and assets to ensure mandatory compliance is achieved.
  + Ensure that school buildings are cleaned to a high standard and act as the main point of contact for the outsourced cleaning contractor, ensuring specification criteria is achieved.
  + Ensure that the school grounds are suitably maintained and safe to use.
  + Oversee the work of site staff, leading on prioritisation tasks and day to day deployment of the post holders.
  + Liaise with and manage as required all contractors on site.
  + Proactive engagement and management of professional contractor services, to ensure that services are procured in line with Trust procurement regulations and the delivery of high quality and cost-efficient services, in line with contract specifications.
  + Responsible for the Building Management System (BMS).
  + Develop, implement and maintain auditable records for asset maintenance, including records of inspections, maintenance requests, repairs and costs.
  + Line management and day to day supervision of the site team and other members of the Associate Staff body including the appraisal process, absences and leave of absence requests.
  + Act as the point of contact for the school’s catering provision.

### Health & Safety

* + As the designated ‘competent person’ for site specific Health and Safety, to ensure that the relevant legislation and good practices are continually observed.
  + Ensure general and specific risk assessments including statutory and non-statutory testing and inspections are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.
  + Assist in the development, implementation, audit and review of the school Health & Safety management systems, and provide advice to ensure that students, staff and visitors are provided with facilities that are safe and fit for purpose.
  + Organise and lead the school’s health and safety committee meetings.
  + Ensure that buildings are safe and secure at all times and adhere to health and safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors.
  + Lead and manage all site and premises security. Assess security to ensure that appropriate responsive arrangements are developed and implemented to achieve comprehensive, safe, secure and appropriate access at all times.
  + Ensure the Health and Safety Policy local arrangements are updated and implemented at all times.
  + Undertake Health and Safety Training/qualifications and First Aid at Work Qualification as required. Deal with first aid incidents according to the First Aid Policy.
  + Organise the training of school first aiders and ensure accurate training records are maintained.
  + Act as a fire marshal in the event of a fire alarm.
  + Carry out the required checks to enable the identification and reporting of hazards and risks.
  + Ensure that accidents are accurately reported in accordance with school guidelines and support any further investigation as required.

### Budgets and Reporting

* + Responsibilities for the development and management of the relevant budgets, ensuring all are expended in accordance with the requirements of Trust Financial Regulations.
  + Assist with the procurement of estates contracts ensuring that value for money is achieved via competitive tender in compliance with the Trust Procurement Policy.
  + Ensuring that purchase orders for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
  + Preparing reports for line management and relevant external organisations in all areas relating to the role, as required.
  + Making recommendations when setting the budget in consideration to the requirements for premises management.

### Additional Duties

* + Organise on site hospitality and oversee the effective preparation for and delivery of school events such as open events, whole school photographs, Prize Giving, parents’ evenings, inspections, Governor meetings, etc.
  + Assist with the arrangements for the Entrance Test where required.
  + Support and maintain collaborative, productive working relationships with Trust staff and professionals from outside agencies.
  + Take responsibility in developing your own continuing professional development.
  + Undertake any other duties commensurate with the post as allocated by your line manager or a member of the Leadership Team.
  + Remain punctual at all times and be responsible for your own time management.
  + Adhere to policy in respect of Child Protection, Safeguarding Matters and Social, Emotional and Mental Health awareness.
  + Attend and participate in relevant meetings as required, within normal contractual hours and sometimes beyond these hours as prior agreed with your Line Manager.
  + This job description will be reviewed and may be subject to modification at any time after consultation with the post holder.
  + All members of staff are required to support and encourage the school’s ethos, values,

objectives, policies and procedures as agreed by the Trust Board.

* + The post holder will be expected to undertake training relevant to their role.
  + To undertake any other task deemed necessary by the Head Teacher that is commensurate with the level and nature of this post to help support administration, pastoral care, teaching and learning within the school.

### Review and Amendment

This job description is not exhaustive nor exclusive; it should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Assessed** |
| **Qualifications** | | | |
| IOSHH qualification |  | ✓ | A |
| A\*-C grade in English and Maths at GCSE Level or equivalent  experience of key skills application. | ✓ |  | A |
| Post-16 qualifications, a degree or other higher education equivalent. |  | ✓ | A |
| A commitment to personal and professional development. | ✓ |  | A |
| **Experience, Practice and Abilities** | | | |
| Experience in an estates and facilities management role. | ✓ |  | A, I, R |
| Experience of using a Building Management System (BMS). | ✓ |  | A, I, R |
| Experience of working in an educational setting. |  | ✓ | A, I, R |
| Experience of formulating and managing planned maintenance  activities. | ✓ |  | A, I, R |
| Experience of managing contractors. | ✓ |  | A, I, R |
| Experience of liaison with senior managers and external  stakeholders. | ✓ |  | A, I, R |
| Experience of working with CDM. |  | ✓ | A, I, R |
| Experience of leading and developing a team. |  | ✓ | A, I, R |
| Experience of developing staff through Continuous Professional  Development and coaching. |  | ✓ | A, I, R |
| Ability to deliver complex projects on time, within budget and to the  quality required. | ✓ |  | A, I, R |
| Ability to persuade, motivate, negotiate and influence | ✓ |  | A, I, R |
| Ability to take responsibility for self and be accountable for own  actions. | ✓ |  | A, I, R |
| Ability to work constructively as part of a team, understanding school  roles and responsibilities and your own position within these. | ✓ |  | A, I, R |
| **Knowledge and Skills** | | | |
| Knowledge and understanding of a range of service sectors within a  MAT. |  | ✓ | A, I, R |
| Knowledge of procurement and budget management. | ✓ |  | A, I, R |
| Knowledge of Health & Safety regulations relating to Estates  function. | ✓ |  | A, I, R |
| Strong IT and administrative skills, including compliance related  record keeping. | ✓ |  | A, I, R |
| Effective and systematic approach to project and estates  management. | ✓ |  | A, I, R |
| Strong written and verbal communication skills. | ✓ |  | A, I, R |

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| **Values and Attributes** | | | |
| Motivated, proactive and positive with an energetic approach to  work. | ✓ |  | A, I, R |
| Excellent interpersonal skills and professional demeanour in all contexts. | ✓ |  | A, I, R |
| High standards of professionalism, confidentiality and discretion. | ✓ |  | A, I, R |
| A commitment to the values, vision, and wider ethos of Queen  Mary’s High School. | ✓ |  | A, I, R |
| A desire to work in a school environment to support the improved life chances of young people. | ✓ |  | A, I, R |
| A knowledge and understanding of safeguarding within a school setting and the commitment to safeguard and protect the welfare of  children and young people. | ✓ |  | A, I, R |
| Strong organisational skills with the ability to prioritise, delegate  effectively, meet all deadlines and remain calm under pressure. | ✓ |  | A, I, R |
| Strong commitment to high standards of service delivery. | ✓ |  | A, I, R |
| Strong attention to detail and accuracy. | ✓ |  | A, I, R |
| A clear sense of responsibility for their own professional learning and development and a willingness to develop expertise and undertake  training programmes to support this. | ✓ |  | A, I, R |
| Embrace new technologies and ideas that enhance and improve  administrative tasks. | ✓ |  | A, I, R |
| To be able to work on one’s own initiative. | ✓ |  | A, I, R |
| Reliable with an excellent record of attendance, punctuality and  flexibility when required. | ✓ |  | A, I, R |
| A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities. | ✓ |  | A, I, R |

A = application I = interview

R = reference