

## Job Description

# Role: Facilities Manager

**Reporting to:** Academy Business Manager

**Employment Type:** Full time 52week contract - 37.50 hours per week with some weekend and out of hours duties.

**Salary range:** United Learning Band ??

## Main Purpose

Leading on the delivery of Facilities Management across Paddington Academy ensuring that the academy is maintained as a safe and inspiring environment for students, staff and the wider community.

## 1. Professional Duties and Responsibilities

- Responsible for the correct functioning of the processes and systems of the academy building ensuring that a high-quality learning environment for students and staff is always maintained
- Responsible for project management where directed by Principals, Business Manager or United Learning
- Responsible for effective risk management including providing advice on Health and safety and the wellbeing of the community
- To act as the Academy Health and Safety Co-ordinator and Fire Officer

## 2. Specific Duties and Responsibilities

### Estate Management

- To oversee the maintenance and appearance of the academy building, grounds and utilities
- To carry out periodic reviews of systems and service contracts
- To be responsible for the internal and external security of the academy premises
- Maintain and continually update the asset register in relation to plant, furniture and another premises equipment
- Monitor and continually update the academy asset management plan to inform budget planning
- To be responsible for the installation and maintenance of all fire protection equipment and fire escape procedures in co - operation with Fire Service
- To lead on all fire incident procedures including escape, records, alarm tests and ensure that all emergency evacuation procedures are reviewed and updated regularly
- To manage the implementation of severe weather procedures (for example snow, flooding, heat) to ensure where practicable the academy can remain open
- To oversee the upkeep of the academy grounds, all playing surfaces and maintenance of the boundaries
- To advise on Health and Safety legislation, update staff and union representatives as appropriate and maintain the legal register

- To implement risk assessment and management throughout the academy to ensure safe systems are in place to reduce liabilities and potential insurance cost
- To offer guidance on areas such as DDA
- To be responsible for the purchase, repair and maintenance of fitted and loose furniture and fittings
- Manage the academy's energy consumption to ensure efficient use of gas, electric and water
- Recommend and implement energy saving measures where appropriate
- Take responsibility for the safe receipt of deliveries into the academy and ensure they are distributed or stored appropriately

## Events and Project Management

- To prepare business cases for short- and medium-term projects as required
- To be responsible for the operational delivery of all premises/site related projects
- To liaise with the Lettings Manager and other academy staff on set up for events and lettings ensuring set is of a high standard and as requested

## Team Leadership

- To ensure appropriate induction, probation, training and development of the Facilities Department
- To manage and prioritise the work of the Facilities Department and oversee their professional development and PDR
- To develop and coordinate an effective working shift system ensuring the operational needs of the academy are met
- To coordinate Facilities, support for all events and lettings ensuring an onsite presence where required
- To implement the academy Health and Safety Policy to ensure all works are compliant

## Additional Responsibilities

- Support academy events as appropriate
- Attend and participate in relevant meetings
- Participate in the academy's performance management procedures
- Undertake statutory safeguarding and health and safety training as advised

### 3. Person Specification

#### Competencies

- Ability to demonstrate experience of working in a similar environment or comparable industry sector
- Experience of working in an education setting
- IOSH Certificate in Managing Safely or equivalent
- IWFM (BIFM) membership or qualification or equivalent
- Knowledge/training in a mechanical/electrical/plumbing trade
- Project Management experience
- Contract Management experience
- Ability to write specifications for services
- Knowledge of statutory compliance in public buildings
- Knowledge and understanding of Health & Safety
- Excellent computer skills, Office 365 etc
- Good A levels/ relevant degree
- GCSE Grade 5 or above including Maths and English
- Excellent written, analytical and verbal communication skills.
- Ability to communicate confidently and professionally with pupils, staff, parents and the public
- Ability to write concise and informative reports to be read and understood by all stakeholders
- Demonstrates drive and resilience: increased energy and effort when circumstances demand to achieve positive results
- Influence and negotiation: persuades and negotiates by building common ground and listening in order to positively influence situations
- Innovation: generates new ideas and tries out different approaches
- Response to change: communicates change and helps to make change work by supporting others
- Teamwork: encourages teamwork by actively supporting others and promoting the team
- Ability to work at a pace and with accuracy to meet deadlines