



## Job Description Creating Tomorrow Facilities Manager

<b>Name:</b>	<b>Starting Date: Autumn 2019</b>
<b>Benefits:</b> £30,507 - £38,813 Range and starting point dependent on experience. Local Government Pension Scheme Generous annual leave entitlement	<b>Status of Post:</b>
<b>Responsible to:</b> Chief Operations Officer	<b>Review Date:</b> September 2020
<b>Responsible for:</b> Planning, implementation and high quality delivery in relation to all premises, facilities and health and safety related aspects of the Trust.	<b>Hours:</b> 37 hours per week, 52 weeks per year Annual leave to be taken during school closure periods Flexible approach to working hours -some evening work and weekend work may be required.
<b>Responsibilities:</b> Premises and Resources Management Premises Maintenance Health and Safety Fire and Security Line Management of Trust premises teams	<b>Base:</b> Kettering or Daventry with frequent travel between sites

This job description may be amended at any time, following consultation between the Chief Executive Officer/ Chief Operating Officer and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

***Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's responsibility.***

### **Core purpose**

As a member of the extended Creating Tomorrow Multi Academy Trust Leadership Team, to provide professional leadership of the facilities and Health & Safety across the Trust to ensure regulatory compliance and develop the highest quality environment possible to enhance the education of all students.

The Facilities Manager of Creating Tomorrow Academies Trust is a central trust role where you will lead in managing the facilities and Health & Safety across the Trust. You will ensure that the premises function of all the academies is run efficiently with effective control of resourcing and costs in line with the budget ensuring that the premises are open for learning and are always safe, secure, warm and dry.

This is a role that offers a blend of strategic and operational commitments. Contributing to high-level strategic vision and high-quality delivery, the role mixes accountability with a shared responsibility across a growing trust with ambitious plans. Given the current size of the Trust, the successful candidate should expect that initially there will be a certain level of operational and functional duties.

As Creating Tomorrow's Facilities Manager, you will be primarily based at either Isebrook College in Kettering or Daventry Hill School in Daventry however you will balance your time between all the Trust sites leading your premises teams at each school and working closely with our schools and their leaders.

You might be joining us from an existing career in an educational establishment or you might be wishing to apply your facilities management knowledge and experience to a new sector.

Regardless of your career to date, the ten personal qualities needed for leadership roles at Creating Tomorrow Multi Academy Trust are:

- A capacity for hard work
- Eternal optimism and resilience in the face of challenges
- The ability to inspire
- An unshakeable conviction that young people can be successful in spite of their circumstances or other external factors
- High level interpersonal skills
- Excellent time management
- The ability to remain calm under pressure or in stressful situations
- The ability to pause and reflect and think before making an important decision
- The ability to respond positively to and deliver constructive criticism
- The ability to delegate effectively.

## **Main responsibilities**

### **Leadership Role**

- Commitment to the shared vision of the Trust.
- To fulfil duties of the Creating Tomorrow Facilities Manager
- Lead the change process for staff and systems to maximise effectiveness and secure quality.
- Ensure effective use of resources to develop the school environments to meet the needs of students.
- To develop a Trust Facilities Management Strategy, and provide strategic leadership to all aspects of the premises, facilities and health & safety.
- Have responsibility for ensuring the line management and development for all premises team roles, including providing appropriate learning and assessment opportunities for apprentice staff.
- Ensure the safeguarding of children and that all statutory requirements are met.
- To lead by example to inspire and motivate staff, trustees and governors.

## **Premises and Resources Management**

- Manage and plan the most effective and efficient recording, monitoring and reporting systems for information concerning all premises related matters (e.g. condition reports for all building and estates).
- To keep the CEO, COO and Headteacher(s) fully informed about all areas of responsibility and manage all issues that arise in relation to this role.
- In conjunction with the COO, liaise with appropriate organisations / agencies in connection with planning and conducting major works at the Trust and ensure compliance of contractors with Health and Safety requirements and regulations, in liaison with the Headteacher(s).
- Be responsible for, manage, plan and implement any proposed building work which may affect the use of Trust or community activities, including preparation of reports detailing specifications, costs, Health and Safety plans and proposed timelines, for submission to the Trustees for approval.
- To be the lead budget holder for all premises related budgets.
- To be responsible for overseeing and accountable for all lettings of designated Trust sites ensuring that the hire of facilities is managed in a cost effective manner and that designated school staff involved in lettings fulfil their roles effectively.
- Oversee and manage all external contracts relating to the premises and facilities in conjunction with the COO, most importantly the Trust catering and cleaning contracts.
- Monitor quality of service;
- Ensure compliance with all Health and Safety requirements; and,
- Inspect completed work identifying any concerns in a timely, pro-active way.

## **Site Maintenance**

- Be responsible for maintaining designated Trust sites in a good state of repair and appearance including all buildings and facilities, estates, roads and pathways, grounds and gardens
- Ensure that there is a planned preventative maintenance programme in place at designated Trust sites, which is adhered to.
- Lead on the delivery of the annual long term maintenance requirements to support a cost effective maintenance programme.
- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works at designated Trust sites.
- Establish an asset database including condition information which enables maintenance works to be forecasted, monitored and managed.
- Responsible for heating and lighting systems throughout designated Trust sites.
- Ensure that sites are checked regularly, maintain computerised records of regular checks undertaken, and regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these on designated Trust sites

## **Health and Safety**

- Lead in the review, writing and implementation of the Trust's Health and Safety Policy.
- To lead on the Annual Health and Safety Audit and the termly Health and Safety Reviews.
- Undertake and document termly risk assessments of Trust sites and health and safety checks as required.
- Lead on risk assessment review, writing and implementation and authorisation.
- Arrange all necessary annual inspections and follow up maintenance work, e.g. fire equipment, ladders, legionella, asbestos checks etc and be responsible for appropriate action at designated Trust sites.
- Support Health and Safety training initiatives and deliver components where required.
- To ensure all duties carried out by premises staff is carried out according to the Trust's Health and Safety policies, undertaking risk assessments where appropriate.
- To be proactive in reducing the potential for Health and Safety issues arising.
- To respond to all instances where Health and Safety issues are raised or noticed and where possible make safe / isolate.
- To take a lead role in ensuring that the Trust's emergency response procedure is fit for purpose.
- To report any matters relating to the health and safety of staff, students and visitors, and any matters relating to the safeguarding of students to the Designated Safeguarding Lead/ COO/trustees as appropriate
- Organise gas safety and electrical certificates and Fire Risk Assessments for all facilities.
- Ensure compliance in processes concerning gas, water safety, asbestos, electrics and electrics.

## **Fire and Security**

- To ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- To ensure Trust sites are secure in line with safeguarding legislation by ensuring that site personnel follow correct security procedures; reporting any issues to Headteachers. For example, ensuring that buildings are locked at appropriate times and perimeter barriers are secure
- Ensure fire alarm call points are tested weekly and other fire equipment is regularly checked for damage or expiration; change in batteries in detection equipment as required; maintain logs of all checks through Site Services Personnel. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Ensure the provision of fire drill notices and be responsible for fire evacuation plans their outcomes and the subsequent analysis.
- Arrange for and review the Fire Safety Risk Assessment annually and undertake remedial actions.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire Gas and Electricity Board.
- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure.
- To maintain service records of all emergency equipment.
- Ensure Fire Wardens are trained in their duties.

**Line Management**

- To be the line manager for named/designated premises team members (as required) at designated Trust sites, managing their working and holiday hours according to the needs of the Trust, ensuring delivery of tasks set and best value for the Trust.
- To seek ways to develop staff, to line manage and to utilise their skills appropriately.
- To assist in the recruitment of premises staff at designated Trust sites.
- To support the induction process of new premises staff.
- To participate in the Trust’s Performance Management process, and to undertake performance reviews for those line managed.

**Support for the Trust:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the trust.
- All staff across the trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signature:

Chief Operation Officer.....

Post Holder.....

Date.....





