

Job Description

Academy Facilities Officer

Responsible to: Academy Operations Manager	Grade: 8
Hours: 30 hours per week, Term Time Plus 2	Duration: Fixed Term Contract until 31/08/2019
Main Location: Faringdon Community College or an Academy Primary School. ¹	

Context: Under the direction of the Academy Operations Manager, this role will be responsible for the day-to-day management and administration of school facilities across all the Academy Schools to support the provision of an excellent environment for outstanding teaching and learning.

Organisation

- Manage and support the team of Facilities Management Staff (1 Academy Tradesman and 5 Caretakers and indirect supervision of catering and cleaning staff), providing advice and guidance on all aspects of facilities management and ensuring all staff receive annual appraisals and training and development where appropriate.
- First point of contact with key stakeholders including Head teachers, office staff, caretakers and governors as required, providing support on and contributing to discussions relating to facilities management.
- Contribute to the planning, development and organisation of facilities management support service systems/procedures/policies.
- Provide Facilities Management and Health and Safety data and support to the Academy Operations Manager.
- Attend team meetings and contribute to discussions relating to facilities management.
- Meet with the Headteacher and LGB representative on a termly basis to advise on and contribute to discussions relating to facilities management.

Administration

- Use manual and computerised record/information systems.
- Analyse, evaluate data/information, and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.

Buildings, Grounds and Catering

- Arrange and supervise facilities-related contracts and all associated paperwork, using premises management web based system Every.
- Arrange and supervise small-scale improvement works across the Academy.
- Assist with the implementation of a rolling programme of repairs and maintenance.

¹ Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.
A full list of schools within FAoS can be found at www.faringdonacademy.org.

- Assist with the administration of lettings and hire agreements across the Academy, in particular liaising with the schools and caretakers to ensure opening and closing requirements are in place.
- Assist with exploring energy saving initiatives and systems for re-cycling.
- Liaise with external contractors on reactive and planned works as required.
- Assist with management of the catering contract across the Academy including attending regular review meetings and performance management.

Health, Safety and Security

- Day to day management of Health and Safety and compliance matters across the Academy, including but not limited to accident and incident reporting, first aid, fire safety and risk assessment. To administer all associated paperwork, using premises management web based system Every and Erudita.
- Ensure that all compliance checks, statutory and non-statutory testing and inspections are undertaken to the correct frequency and standard as dictated by the Safety and Facilities Management Committee. Ensure they are completed in a timely manner and by staff/contractors who are appropriately qualified, and the results recorded on the Academy premises management system
- Manage all accident reporting including ensuring appropriate follow up actions have taken place.
- Develop and maintain a central register of risk assessments. Support the premises team with documentation of risk assessments.
- Maintain a master list of all First Aid trained staff ensuring adequate numbers across all schools.
- Ensure that COSHH records are appropriately maintained and that associated procedures are adhered to.
- Work with the Headteachers to ensure the Critical Incident Plan for each school is reviewed annually and updated.
- Ensure systems are in place for weekly checks of the school minibuses; servicing/MOT testing and driver training/testing as necessary.
- Ensure adequate and appropriate training for premises, caterings, cleaning and ground staff in Health & Safety and good working practices.
- Assist with ensuring a safe environment for the stakeholders of the school including school building security.
- Assist with managing any Academy insurance claims.

Finance

- Liaise with Finance regarding placing orders and processing invoices following due process.
- Assist with procurement.
- Assist with managing expenditure within an agreed budget.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) including Every.

Responsibilities

- 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 and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Develop constructive relationships and communicate with other agencies /professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Qualifications and Experience

Qualities	Essential/Desirable
Experience	
Experience in facilities management	D
Experience within a school or similar environment	D
Experience of managing staff	E
Qualifications & Training	
Excellent numeracy/literacy skills	E
Excellent ICT skills	E
Knowledge & Skills	
Effective use of specialist ICT packages	D
Full working knowledge of Health & safety policies/codes of practise/legislation	D
Ability to organise, supervise and motivate other staff	E
Ability to implement systems, processes and procedures	E
Ability to self-motivate, organise and prioritise	E
Solutions focussed, initiative driven, problem solving approach to tasks	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E