

<b>POST TITLE:</b>	<b>Premises and facilities Manager</b>
<b>PURPOSE:</b>	<p>Responsibility for the property and asset management of the school.</p> <p>Manage the site premises to ensure compliance with all Health and Safety legislation, including compliance with the Equality Act, undertaking all risk assessments, maintenance of all fire and other safety equipment, hazards and defects.</p> <p>Manage and oversee the quality and performance of external facilities management contracts including cleaning, site maintenance, grounds maintenance, security, mechanical and electrical, service engineers and all sub contracts</p>
<b>REPORTING TO:</b>	Deputy Headteacher
<b>LIAISING WITH:</b>	All staff
<b>SALARY/GRADE:</b>	PO5 Full time 52 weeks per year
<b>DISCLOSURE:</b>	Enhanced
<b>MAIN DUTIES</b>	<p><b>Site Management</b></p> <ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly, and productive working environment.</li> <li>• Lead and support the site team to ensure that facilities and site security are maintained, effective and the service efficient.</li> <li>• Produce schedules of work and allocate tasks, monitor progress and quality against agreed standards ensuring a safe system of work for all staff and external contractors working on the school sites.</li> <li>• Undertake regular line management, team, appraisal and monitoring meetings with the site team and individuals; reallocating work as required and dealing with any staff output issues in the first instance and reporting any concerns to HR and the Headteacher for follow-up or formal action.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Manage safety and security of the site.</li> <li>• Provide health and safety and facilities induction for visitors as required.</li> <li>• Ensure staff, students and visitors are aware of reporting procedures, time frame of work and immediate action as required.</li> <li>• Provide health and safety training and updates to all staff as required to ensure safe practice across the school.</li> <li>• Ensure that the Mulberry Academy Woodside's Health and Safety policies are implemented and adhered to, and that appropriate legislation is compiled in terms of both staff, contractors and suppliers</li> <li>• Provide training for staff on preparation of Risk Assessments, review Risk Assessments prepared by school staff, and prepare all common school Risk Assessments</li> <li>• Manage schedule of health and safety audits including Risk Assessments</li> </ul>

## Fire Safety

- Recruit and train Fire wardens and source training.
- Ensure Fire Safety assessments are undertaken and compliance with legislation.
- Manage and implement the Fire evacuation procedures, updating procedures to reflect changes and ensuring compliance with legislation and the recommendations of external consultants
- Liaise with the Police and Fire Brigade in all aspects of security, fire and safety and take appropriate action in the case of a break in, theft or fire.
- Manage efficiently and effectively all accommodation, buildings and grounds to ensure the safety of staff, students and visitors.
- Ensure the security of the premises and equipment in accordance with established procedures and practices, making recommendations for improvements where required.
- Establish and maintain a proactive Health and Safety provision in conjunction with the School Business manager and Deputy headteacher.
- Support the development of policies, systems and procedures for premises management, ensuring records are maintained in accordance with HSE and education best practice.
- Prepare and maintain all maintenance records and schedules.
- Undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required alongside the School Business Manager.
- Manage staff requests for repairs and minor improvements in a timely manner.
- Manage the Permit to Work schemes for all contractors coming to site liaising with the HR Lead to ensure all records are kept and included in the SCR.
- Identify and project manage building and refurbishment works including the monitoring and reporting on associated budgets.
- Arrange and lead site inspections including H&S audits, Fire inspections etc alongside the Schools Business Manager
- Oversee the arrangements for school events and lettings ensuring that neither is impacted negatively from a clash and that H&S is always maintained.

## Managing Service Providers and Contractors

- Arrange service and maintenance tenders as required.
- Supervise and manage contractors when undertaking work on Woodside buildings and grounds, ensuring safe working practices and appropriate quality standards are maintained including Risk Assessments.
- Manage the safety and security of the sites throughout the term and during closure periods on a daily basis.
- Proactively manage the premises and building management and control systems including access system, CCTV, , fire safety systems, and, electrical systems
- Ensure building systems and assets are maintained in such a way as to maintain warranties (where appropriate), to reduce running costs and

	<p>maximise asset life</p>
<p><b>SHARING GOOD PRACTICE</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The post-holder must carry out his or her duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies.</li> <li>• The post-holder will participate in the school's performance management process and professional development opportunities.</li> <li>• The post-holder should have knowledge of and compliance with all school policies and procedures.</li> <li>• To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.</li> <li>• The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.</li> <li>• Be responsible for student behaviour and welfare in public places during break, lunch, change of lesson and at the beginning and end of the school day.</li> <li>• Participate in professional development opportunities and demonstrate a willingness to develop additional skills and expertise.</li> <li>• Keep up to date with current educational developments and legislation affecting your area of expertise.</li> <li>• To respect the confidential nature of information relating to the school, students, and customers.</li> <li>• Treat students, parents, carers, and colleagues fairly, equitably and with dignity and respect.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to always act in a professional manner, according to Woodside High School Code of Conduct.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the school may change, and this could necessitate revision in the future and amendment at any time, after consultation.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Signed:

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Principal:

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Date:

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## Person Specification

### Premises and facilities manager

	Essential	Desirable
<b>Qualifications</b>		
Minimum of 5 GCSEs or equivalent	Y	
Formal Health & Safety qualification		Y
Evidence of on-going training and development	Y	
Experience working within the education sector	Y	
<b>Experience, Skills and Knowledge</b>		
Facilities Management skills and experience	Y	
Project management skills and experience		Y
High level of health and safety knowledge	Y	
Experience of overseeing building maintenance	Y	
Customer focused approach	Y	
Strong administrative and organisational skills	Y	
'Can do', positive approach to problem solving	Y	
Ability to prioritise workload and meet deadlines	Y	
Excellent communication skills	Y	
Ability to consider immediate and potential factors and their possible impact on successful implementation of any solution	Y	
Ability to work using own initiative and as part of a team	Y	
Ability to work in partnership with all staff, teaching and support, governors and parents, with resilience and enthusiasm.	Y	
<b>Personal Qualities</b>		
Tact & diplomacy	Y	
Flexible attitude to work including: <ul style="list-style-type: none"> <li>o Working hours and attendance out of hours</li> <li>o Demands and changes in the role.</li> <li>o Willingness to be involved in the school and support school activities</li> </ul>	Y	
Integrity and honesty	Y	
Confidentiality and discretion	Y	
Collaborative working	Y	
Energy and resourcefulness	Y	
Excellent timekeeping	Y	
Sets high standards and expectations for self and others	Y	
Smart, professional appearance	Y	
Energy and enthusiasm	Y	
<b>Other</b>		
Flexibility in working days	Y	
Willing to undertake any training required for the effective implementation of the role	Y	
Evidence of recent, relevant training		Y
Commitment to safeguarding and promoting the welfare of children and young people	Y	

Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	