

Featherstone High School

Job Description



Job Title:	Facilities Manager
Hours of Work:	35 hours per week, 52 weeks
Salary:	Grade 10 £35,166 - £38,181
Responsible to:	Director of Finance

Main Purpose of the Post

- To manage all aspects of the School's Estate and the Site Team.

Duties & Responsibilities – Core Tasks

- The provision of effective and efficient management of the school site and site team, to provide a clean, healthy and safe environment for users of the premises, grounds and equipment
- To assist your Line Manager in facilities planning and the delivery of agreed projects and development plan for the site.
- The management of all premises related contracts and services including the reporting and budget management ensuring best value at all times.
- To ensure compliance with relevant legal and statutory health & safety matters within the work undertaken by the site team.
- The management of all premises related contracts and services including the provision of required KPI reporting and budget management ensuring best value at all times.

Key Tasks/ Management

- To line manage the site team and cleaners to ensure adequate cover is maintained, individual and team performance is managed and all HR processes and admin are completed as required
- To identify that the site team have the relevant training/skills required to complete their jobs to the appropriate skill level and safety standards. To resolve any skills gaps through training and development opportunities.
- To work closely with your Line Manager with regards to the support and efficient running of the Schools lettings programme, to ensure that the needs of the hirers are consistently met.
- To project manage all site developments as agreed with your Line Manager liaising where required with industry experts.

Site and Premises (tasks can be delegated to Site Team at Facilities Manager's discretion)

- To assist your Line Manager in relation to improvement and capital works programmes and to contribute to the development of the school's Asset Management Plan, strategic planning and major projects.
- To organise and manage a programme of routine maintenance, re-decoration and servicing ensuring that the schools financial procedures and tender requirements are observed. To ensure that all emergency maintenance is carried out promptly engaging trade skills/contractors when necessary.
- To work closely with the Site Team to ensure a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc.
- To be responsible for the correct maintenance and operation of the lifts and automatic doors around the site, including liaison with the relevant contractors to ensure that the lifts/doors are working effectively to meet the needs of all our students, staff and others
- To be responsible for the effectiveness of and maintenance of all heating and service installations, including the timings of the heating system for academy and hirers use. Take measures to improve the efficiency and reduce the running costs of the energy operations as part of an on-going carbon reduction commitment.
- To ensure that spot cleaning requirements are delegated effectively as required (litter picking, spillages etc).
- To ensure that all teaching areas are in good order and furnished to minimum requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings.
- To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice
- To act as the point of contact for on-site contractors and to liaise where necessary with Surveyors and other Consultants.
- To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health.
- To meet on a regular basis with your Line Manager and provide reports on site issues as required reporting when necessary to the Premises Committee.
- To develop the schools' facilities for out-of-school use and ensure the provision of premises and facilities as required by hirers, e.g. heating, parking.
- To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities
- To ensure that portable appliance testing is carried out regularly engaging trade skills/contractors when necessary.
- To open and lock up the site as and when necessary

Grounds

- To manage grounds maintenance contractors and ensure that the ground maintenance works are fully completed
- To be responsible for the condition of the site's fences and gateways and to take action to repair, maintain and improve the perimeters
- Out of normal working hours, cover will be required from the Facilities Manager in the event of adverse weather conditions to coordinate the Site Team with an appropriate response.

Security

- To act as an emergency out-of-hours contact with key holder responsibilities and organise call out rota amongst the site team to meet the schools needs or engage trade skills/contractors when necessary
- To ensure the effective operation of fire and burglar alarms and to liaise with relevant contractors.
- To manage the school's CCTV network and to assist staff in reviewing/recording incidents, etc
- To manage the school's access control system
- To contact and liaise with police and alarm company in the event of any unauthorised entry/ security risk
- To maintain an accurate and complete record of all security-related incidents
- To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through
- Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.

Health & Safety

- To be aware of and comply with policies and procedures relating to child protection, Health, Safety, security and confidentiality, reporting all concerns to an appropriate person
- To ensure that all aspects of health and safety within the scope of the site team are managed according to current legislation and policy
- To monitor the site, including contracted works being undertaken, ensuring that the Health & Safety regulations are adhered to and to establish safe working practices.
- To be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the academy for the maintenance, operation and upkeep of the fire alarm system.
- Carry out regular safety inspections of all site buildings, plant & equipment

- To ensure that all site staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported in line with school procedures.
- To undertake any reasonable activity in regard to Health and Safety for example but not exclusively legionella testing and emergency lighting testing.

Budgets & Finance

- To manage the facilities budget in line with best value principles for repairs and maintenance, grounds maintenance and all other premises related budgets jointly with your Line Manager and the Finance Department.
- To ensure that correct procurement processes (quotations/tenders, order of goods/materials, authorisation of invoices, exercise of budgetary control, etc) are carried out in accordance with the school's financial regulations. To raise as many orders as possible for items being purchased, only emergency call outs should be exceptions.
- To liaise with contractors to obtain competitive estimates and quotations, to monitor and verify works completed and to ensure that all obligations to the school are met.
- To review existing contracts to conduct timely and regularly reviews to ensure best value at all times. Maintain the contract register updating termly.
- To monitor the cost-effectiveness of delivery and to initiate actions that ensures value for money in all day to day premises-related expenditure.
- To monitor the use of energy and water and to implement energy- saving strategies where possible.
- To contribute to the maintenance of the site's fixed asset register

Other tasks

- To ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records
- To liaise, where necessary, with external agencies to ensure that the Academy meets its minimum statutory requirements.
- To maintain an up-to-date knowledge regarding disabled access issues; to contribute to the school's accessibility plan and related improvements to facilities.
- To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards
- Appropriate professional appearance and dress is required at all times.
- To ensure the efficient receipt, storage and distribution of incoming goods and deliveries

General responsibilities

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty
- To produce risk assessments, user manuals or training procedures in line with the Academy's procedures
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection)
- To maintain confidentiality of information acquired in the course of undertaking duties for the department
- To be responsible for your own continuing self-development, undertaking training as appropriate
- To attend and contribute to relevant management meetings within the Academy as and when necessary
- To uphold the ethos and standards established within the Academy and contribute to improvement at all levels
- To undertake other duties appropriate to the grading of the post as required

Person Specification

Job Title: Facilities Manager

- Excellent communication skills and the ability to communicate effectively at all levels - Essential
- Ability to organise and prioritise tasks effectively - Essential
- Ability to use initiative – Essential
- Ability to work well under pressure - Essential
- Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy – Essential

Role specific

- To have a proven track record at middle management level within an organisation (E)
- Ability to manage complex operational demands with a high degree of customer satisfaction (E)
- Excellent line management skills to lead motivate and inspire a team (E)
- A good understanding of plant and equipment typically found on a large secondary school site (E)
- To be able to delegate effectively ensuring accountability is maintained and results are achieved. (E)
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (E)
- Evidence of a strong commitment to the academy as the centre of its community is essential (E)
- Good interpersonal skills to promote good working relationships between estates staff, external consultant’s staff and students. (E)
- Good understanding of financial management and budgetary control strategies. (E)
- Evidence of previous project and KPI management experience (E)
- Experience of procurements including best value principals (E)
- Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met. (E)

- Ability to work to tight deadlines and to take responsibility for meeting agreed targets (E).
- Commitment to continuing professional development (E).
- High level of proficiency in the use of Microsoft Office Word and Excel skills (D).
- Clean driving licence with D1 category or equivalent (D)

Employee Name:

Employee Signature: Date:

Line Manager's Name:

Line Manager Signature: Date: