

# Role Profile: Facilities Manager

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## Purpose

The Facilities Manager will be responsible for the overall safety, maintenance, condition and cleanliness of the Maltman's Green School estate including buildings, grounds and mechanical and electrical equipment. They will also be responsible for overseeing logistics and support activities such as ensuring the preparedness of facilities for daily events and special functions. The Facilities Manager also looks after the arrangements for external hire of the School site and facilities.

## Key Accountabilities

- Undertake forward planning to support the School's strategic and operational objectives, including building projects
- Delegate work duties to the maintenance team to achieve the School's objectives
- Work with the maintenance team to continue to provide a customer service focused approach to the facilities provision within the School for its staff, pupils, parents and visitors
- Review and monitor the cleaning contract to ensure the School is receiving a quality service and value for money
- Manage projects from minor works to new builds working with staff, consultants, and contractors to achieve targets of time, budget and quality
- Be responsible for managing the upkeep and review of site, activity and COSHH and other risk assessments
- Ensure the management of site security, issuing & logging access fobs, updating and programming coded entry systems and checking CCTV where required
- Working with condition of estate data, compile and regularly review a 10-year School Forward Maintenance Programme and implement one-year plans
- Work with the Bursar to produce a projection of budgetary requirements and manage subsequent allocations effectively to ensure the safety and operational utility of School infrastructure
- Carry out regular, periodic visual inspections of the School estate to highlight safety, condition and cleanliness issues and take the appropriate remedial action
- Ensure regular, consistent, and directive oversight of the School's Maintenance and Grounds ticket booking system to ensure that it is fully functional and meets the repair and resource needs of all School staff
- Follow processes, procedures and systems (e.g., NOPs, Risk Assessments) to ensure the School meets its H&S objectives and is compliant with relevant regulations set by the Independent Schools Inspectorate
- Hold and maintain accurate and accessible records of all maintenance, and compliance works, including fire equipment, asbestos management, PAT, plant equipment, legionella, electrical installation etc.

Headmistress, Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
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- Maintain the planned works schedule to ensure periodic maintenance and inspection requirements are completed before expiration
- Be the Responsible Person in regard to Health & Safety for the School and carry out new staff inductions and training in H&S compliance and good practice
- Chair the School's H&S Committee and provide reports to the Headmistress and School Governors on the progress of projects and compliance works, and accidents and near misses within the School
- Manage the booking, deployment and upkeep of the school minibuses and ensure pre-journey driver and maintenance checks are carried out
- Ensure that all contracted works with a value greater than £5,000 are subject to tender action such that the final decision is supported by a minimum of 3 written quotations
- Follow all appropriate Safeguarding and Health & Safety guidelines and carry out contractor safety checks and Risk Assessments
- Set standards and objectives for all members of the maintenance team and ensure periodic appraisal using SchooliP at least three times per year (start, middle, end)
- Work with the Network Manager to develop the schools IT and telecoms infrastructure and provide support on projects where required
- Maintain the smooth running of the swimming pool and associated plant with the Facilities Support Manager
- Take and manage lettings bookings for the School's facilities including their health & safety and logistics. Communicate these to the Bursary for billing and liaise with the onsite caretaker for the smooth running of these hires outside of School hours
- To be a key holder and emergency contact in the event of a fire alarm or security breach
- Any other tasks that may be reasonably directed by the Headmistress or the Bursar.

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## Person Specification

|                       | Essential   | Desirable   |
|-----------------------|---|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Educated to at least A level standard</li> <li>• Appropriate vocational qualifications of a near equivalency</li> <li>• NEBOSH or IOSH Health and Safety qualified within the last 3 years is essential</li> </ul>   | <ul style="list-style-type: none"> <li>• Graduate in a relevant field</li> <li>• BIFM Level 4 qualifications or equivalent such as City and Guilds</li> </ul>   |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• The ability to prioritise a complex workload</li> <li>• Self-motivated with strong organisation and communication skills</li> <li>• Exceptional team leadership and management style</li> <li>• Excellent IT skills including Word, Excel and Outlook</li> </ul>   |   |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• An in-depth technical background in Buildings and Construction or Mechanical and Electrical fields</li> <li>• An extremely strong background in managing workplace Health and Safety and Fire Safety compliance</li> <li>• Successfully and effectively managing both minor and major works projects</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous experience as a Head of Maintenance for a large and complex estate</li> <li>• Experience as a Facilities Manager at a site relatable to Maltman's Green such as another school</li> </ul> |
| <b>Other</b>          | <ul style="list-style-type: none"> <li>• Energetic, enthusiastic, resourceful and approachable</li> <li>• A flexible and positive approach</li> <li>• A strong team player with clear communication style</li> <li>• Self-motivated and ability to work independently</li> <li>• A commitment to the community life of school</li> <li>• High ethical, personal and professional standards</li> </ul> |   |

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## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

## Key Relationships

**Internal:** Pupils, staff, parents

**External:** Visitors to the school, prospective parents, wider local community

**Line Manager:** Deputy Head Academic

**Reporting to:** Headmistress

**Signed:** ..... **Name (print):** .....

**Date:** .....

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