

Richard Rose Academies
Facilities and Compliance Manager - Job Description

Job Title:	Facilities and Compliance manager
Salary:	£35k to £40k salary (negotiable dependent upon experience)
Contract type:	Full time, full year
Reporting to:	Business and Operations Manager
Responsible for:	Providing a professional, efficient and cost-effective Facilities, Health and Safety (with respect to Facilities) management service for the Richard Rose academies (Central and Morton). The co-ordination of effective site operations, maintenance and compliance of the buildings and grounds for both sites.

This job description should be read in conjunction with the current United Learning Pay & Conditions Policy and the respective Conditions of Employment (copies available from HR support)

Job Description

All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning's policies and procedures.

Role Purpose

Responsible for the day-to-day operation of the designated Facilities Management (FM) contracts, the manager will provide effective leadership, guidance and support for all hard and soft FM related services through the management of directly employed support staff, sub-contractors and suppliers.

To ensure the effective delivery of the FM services to the complete satisfaction of the two Academies, through achievement of quality standards within agreed annual budgets. Participation in the tendering/negotiating of new contracts and business development in the area.

Line management of the Site Supervisors on both sites, providing advice and guidance in relation to new building projects on both sites. Travel between the two sites will be required.

Main Responsibilities:

- Facilities Health and Safety compliance.
- Coordinate maintenance and facilities issues response with the Business and Operations Manager and site teams.
- Coordinate strategic projects with the Principals, Business and Operations Manager and United Learning Central Office Estates.
- Manage suppliers, contractors and relevant contracts.
- Ensure due diligence checks and competency of suppliers and contractors in-line with United Learning procurement policies.
- Procurement of supplies and services facilities related.
- Review of site security and access for each academy.

Management and Monitoring

- Management responsibilities for all premises permanent and casual support staff, including rotas for lettings where appropriate.
- Coordination of site teams to meet the needs of the academies and to achieve compliance and maintenance targets.
- Oversee the quality of the cleaning at each site including regular inspections. Line management responsibility of the cleaning teams lies with the Senior Site Supervisors.
- Ensuring staff have received appropriate training relevant to their roles and in accordance with legislative requirements including Health & Safety, training and necessary coaching/mentoring as required.
- Ensure site facilities team effectively communicate and respond to premises emergencies across the academies, and report back to the Business and Operations Manager.
- Conduct Performance Management reviews of Facilities team in accordance with the relevant Performance and Development Policy and involve HR team.
- Implement procedures to ensure innovative and effective energy and utilities management and monitoring in line with United Learning carbon neutral agenda.
- Ensure site team carry out monthly readings of all utilities; gas, water, electricity and that the data is recorded and maintained accurately.
- Management of all hard and soft FM services for the academies.
- Manage all sub-contractors and service providers, sub-contractors will include specialist building maintenance contractors, grounds maintenance contractor, security contractor, etc.

Strategy and Planning

- Have an overall view of the capabilities of the academies' hard and soft services and contribute to continuous improvement to meet future needs.
- Plan for major developments of the estate and project manage their implementation, reporting to SLT, Business and Operations Manager and Central Office Northern Estates Manager.
- Prepare and monitor planned and preventative maintenance schedules for each site.
- Input and take a lead in the implementation of the 5-year building and development plans, taking into consideration outputs from the condition survey.

Budget and People Management

- Manage the allocated facilities operational and capital budgets.
- Monitor expenditure against budget and production of monthly/annual cost reports.
- Understand and interpret the appropriateness of national, United Learning and local framework contracts.
- Actively looking for ways to reduce energy consumption.
- Constantly review activities to identify possible cost-saving opportunities on each site.
- Work with the Business and Operations Manager to review facilities budgets and set forecasts.

Communication

- To hold regular operational meetings with SLT, Business and Operations Manager and the Central Office Estates Manager.
- Effective and pro-active liaison with the academy management teams to ensure effective communication lines and a good working relationship is maintained, including regular FM meetings and walk arounds including recording of outcomes and actions.

- Advise the Principals and Business and Operations Manager on current and future legislative issues/developments that will impact the academies, and present/provide reports for governor meetings if required by the Business and Operations Manager.
- Negotiate with suppliers/contractors and obtain quotes in line with United Learning's procurement policy.
- Document and evidence an audit trail for all associated systems and procedures.
- Ensure regular PPM (Planned Preventative Maintenance) schedules and compliance requirements are regularly reviewed with site teams and actions put in place for remedial work to be carried out.

Educational Awareness

- Regularly access United Learning's United Hub for updates on estates, Health & Safety and education to keep up to date with changes and development that will affect academy facilities and inform others as appropriate.
- Manage the effective deployment of premises resources to support the business needs of the academies.

Health & Safety

- Implement Health and Safety policy and procedures to ensure the safety and welfare of all facilities employees, sub-contractors, end users and the general public.
- Production of Health and Safety reports as required.
- Ensure application of and monitor compliance with United Learning's Health and Safety policies that relate to associated compliance matters.
- Have oversight of estates Health & Safety policies to ensure requirements are carried out at the required frequencies and that any corrective action required is implemented appropriately.
- Ensure that all necessary statutory tests are carried out in a timely manner, keeping accurate records and providing updates to the Business and Operations Manager.
- Ensure all visiting contractors are inducted and have appropriate supervision (in the absence of supervision, ensuring that the relevant safeguarding paperwork is in place for them to work unaccompanied) and access to the necessary site surveys including the asbestos register where applicable.
- Regular planned inspections of the site for trip hazards and health & safety issues.

Asset Management Procedure

- Manage the creation of an accurate inventory of all physical assets in liaison with the academies.
- Ensure assets are disposed of in agreement and signed off by the Headteacher/Principal and Business and Operations Manager.
- Create and manage a system which identifies loaned equipment and when returned.
- Carry out an annual review of the asset register for each academy.

Internal Support Arrangements and External Contracts

- Report on and monitor progress against each agreed service levels (both internal and external).
- Responsible for liaison with all appropriate authorities regarding; sanitation, water, electricity, gas, planning, building regulations and environmental health.
- Review and have an oversight of contractors' performance and quality of work for regular maintenance, grounds maintenance and compliance services and make recommendations for improving value for money and procurement.

Continuity Maintenance and Security

- Ensure the site team understand the correct operation of the fire alarm, burglar alarm and building security systems and that any faults are appropriately reported back to you and to the Business and Operations Manager.
- Oversee and manage security arrangements across the academies including access for staff and pupils, checking security systems (both outer perimeter and within the academy).
- As part of the site team, be able to act as a keyholder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency stations.
- Participate as a point of contact, in out of hours call-out service.
- Operate and monitor the external security camera system, including the changing and storing footage where appropriate.
- Work with SLT and the Business and Operations Manager to maintain and regularly review business continuity and disaster recovery and lockdown plans.
- Implement and monitor site security to protect each academy and review emergency procedures including lockdown and evacuation regularly with each Principal.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Lettings

- Oversee with the Business and Operations Manager the local management of the lettings process through liaison with local academy staff as well as external contractors.
- Ensure safeguarding procedures are consistently applied and that liaison with the HR and Finance teams is regular and maintained to safeguard consistency of practice and alignment with United Learning's safeguarding and financial regulations.

Maintenance

- Manage the site teams to ensure all of the day-to-day site based hard FM services are carried out i.e. ;
 - Building fabric maintenance (reactive, planned preventative and life cycle);
 - Building services maintenance (reactive, planned preventative and life cycle);
 - Grounds and sports pitch management (reactive, planned preventative and life cycle).
- Monitor site-specific reactive maintenance, planned preventative maintenance and life cycle replacement programmes to ensure the asset meets with the required statutory legislation and services standard and setting and adherence to stringent budgetary targets.
- Participate in the preparation and development of site-specific life cycle replacement programmes.
- Oversight of the appropriate operation of the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Ensuring frost precaution procedures are conducted by the site team. An understanding of the operation of the system would be required in the event of absences within the team.
- Ensuring that routine procedures or checks on ancillary equipment e.g. fire alarms/equipment, water checks, checking batteries, regular checks on the sprinkler system, automatic pumps and areas subject to flooding are conducted by the site team.
- Analyse job tickets to ensure they are cleared in a timely manner and to help plan future support service developments as required.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with academy style.
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To support and promote the academy and United Learning's ethos, playing a part in strengthening relationships between the academies and central office.
- To actively participate in continuous professional development and act as a positive role model across the academies and United Learning.

The postholder will:

- The postholder will be accountable for carrying out all duties and responsibilities with due regard to Equal Opportunities Policy, Health & Safety Policy and Data Protection guidelines.
- The postholder will be accountable for carrying out all duties and responsibilities with due regard to safeguarding requirements and the Safeguarding Policy.
- Undertake any other reasonable duties and responsibilities that may arise or as directed by the Principal to ensure efficient and effective operation of the academy.

This role description will be reviewed on an annual basis and any changes deemed necessary negotiated with the post holder.