



Role Profile: Facilities Manager

Purpose

The Facilities Manager will have overall line management responsibility for a Caretaker, and the facilities team will be committed to maintaining and improving the environment for all our pupils, staff and visitors within the agreed budget. The Facilities Manager is responsible for ensuring that the school is well maintained, and the infrastructure, facilities and equipment are safe, secure and fit for purpose. They will ensure full compliance with our legal obligations and the smooth operations of our estate.

The Facilities Manager acts as Health and Safety Coordinator for the school including chairing the Health and Safety Committee meetings, overall compliance and ensuring that documentation is regularly updated.

The Facilities Manager is supported by a companywide Operations Department. This includes the Property Team led by the Head of Property, UK and the Compliance Team led by the Head of Compliance, Europe.

Reports to: Business Manager

Line manages:

- Caretaker

Key Stakeholders:

Internal

- Headmistress and Senior Leadership Team
- All Teaching Staff
- Business/Administration Staff
- Facilities and Site Management Staff
- Pupils

External

- Cognita Schools staff
- Parents
- Visitors
- External Contractors

Remuneration

- Contributory pension scheme
- School fee discount
- Professional development
- Cognita employee benefits package

Working Hours

- Term-time 8am – 5pm
- School holidays 9am to 4pm

Key Accountabilities

1. Developing and managing the site team to maintain a high level of service across all sites
2. Maintaining the buildings and grounds
3. Overseeing an annual maintenance schedule to include statutory maintenance and annual inspections in accordance with legislation
4. Developing an on-going 3-year site plan to include rolling programme of redecorating and refurbishment
5. Preparing the specification and managing minor works and refurbishments as and when required
6. Undertaking the client role with contractors, to ensure compliance and best value
7. Quality assuring third party contracts including the catering and cleaning contract
8. Managing the site team rota to accommodate out of school hours activities and lettings
9. Site health and safety including premises risk assessments
10. Ensuring all legal and compliance obligations relating to site safety are met
11. Overseeing pupil transport and inter school transport
12. Ensure vehicles are maintained in accordance with current regulatory requirements
13. Operational responsibility for ensuring the smooth running of parents' evenings, other evening events and school functions
14. Responsible for fire safety, the scheduling of fire evacuations and security lock downs
15. Project managing classroom refurbishments and minor building works
16. Maintaining good relationships with current suppliers and monitoring service levels
17. Occasional weekend attendance at school required
18. Co-ordination and participation at Health and Safety meetings
19. On site representative for multiple audits
20. First line response to building issues day or night
21. The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included
22. Responsible for the promotion of positive health and safety culture within the schools
23. Maintain liaison with other specialist health, safety and fire safety roles appointed within the Schools, to co-ordinate compliance actions and provide a central point of contact
24. Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation
25. Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken
26. Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head
27. Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with

General

- Carry out other projects as required by the Business Manager
- Contribute to the overall development of Prince's Gardens strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time
- Build and maintain good working relationships with all colleagues
- Assist as necessary in other areas at peak times
- Work at all times towards the school's aims and goals and any individual objectives and targets you may have agreed
- Pro-actively to identify areas for improvements
- Act in accordance with Data Protection principles at all times
- Adhere at all times to School's Operational and Employment policies and procedures
- Take responsibility for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Safeguarding Responsibilities

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

Person Specification

The Facilities Manager will be highly motivated, forward thinking, proactive, resourceful and able to demonstrate a problem-solving mentality. The Facilities Manager will be able to demonstrate; a strong background in facilities and estates management; excellent knowledge and proven experience of Health and Safety legislation and other statutory compliance; proven ability to establish and maintain excellent working relationships at all levels.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ Good general qualifications including GCSE English and Maths ✓ Appropriate Health and Safety qualifications 	<ul style="list-style-type: none"> ✓ Relevant Buildings Management Qualifications ✓ IOSH Managing Safely
Skills	<ul style="list-style-type: none"> ✓ Excellent time management skills and the ability to prioritise under pressure and to meet deadlines ✓ Ability to build positive relationships with a wide range of people ✓ Ability to plan, implement and monitor strategies ✓ Ability to take action to ensure the desired results are secured ✓ Ability to evaluate information and data effectively, prioritise, plan and implement appropriate interventions ✓ Excellent attendance record ✓ Determination and perseverance 	<ul style="list-style-type: none"> ✓ Practical skills, these may include carpentry, painting and decorating and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines
Experience	<ul style="list-style-type: none"> ✓ Proven track record of: <ul style="list-style-type: none"> • Managing a team • Change management • Project Management • Health & Safety • Day to day maintenance and operations 	<ul style="list-style-type: none"> ✓ Experience of working in a school environment
Other	<ul style="list-style-type: none"> ✓ Excellent ICT skills including MS Office ✓ Excellent communication skills 	