

**OVERTON GRANGE SCHOOL**

**Job Description**

**Deputy Facilities and Contracts Manager**

**RESPONSIBLE TO:**  Facilities and Contracts Manager

**GRADE:** APT & C5/6 (Outer London pay range)

**CORE PURPOSE:** Assist the Facilities and Contracts Manager by opening up the school each day and carrying out reactive maintenance tasks and repairs. Deputising for the FCM where necessary.

**JOB DESCRIPTION**: The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

**With the Facilities and Contracts Manager the post holder will:**

* Work with the Facilities and Contracts Manager to implement the school’s vision and values;
* Work within the school community to translate the vision and ethos into agreed objectives and operational plans that will promote and sustain school improvement;
* Contribute to the operation of the school;
* Assist in promoting excellence, equality, high expectations and aspirations amongst all members of the school community
* Assist in creating a safe learning environment which is engaging and fulfilling for all users
* Be jointly responsible for ensuring that the maintenance of the school buildings and environment are effectively undertaken
* Be jointly responsible for the health & safety of the site
* Undertake repairs and DIY projects
* Be part of an effective facilities team ensuring that the changing needs of the school are met through training and development
* Carry out tasks as appropriate or monitor and assist outside contractors, ensuring Health & Safety regulations are strictly adhered to.

**Specific Responsibilities:**

**SCHOOL SECURITY**

* + To be responsible in opening and locking up the school as required.
  + To be responsible for the safety of the site prior to staff and students arriving.
* To be jointly responsible for the security of the premises, liaising with London Borough of Sutton (LBS)/ Securitas /Police and other emergency services in this respect as necessary.
* Assisting in the management of the overall security of the building, including:
  + CCTV control and monitoring,
  + Door access control,
  + Intruder and Fire alarms,
  + Acting as the senior named key holder if required to attend the school in the event of an out of hours emergency.

**FACILITIES MAINTENANCE AND REPAIRS**

* Using Property Prefect to provide a first fix response for emergency repairs and ensuring that all such faults are updated and reported to the correct line management in a timely manner.
* Carry out works to maintain and develop the facilities and premises to meet the educational and community requirements of the school, ensuring they are well maintained, attractive in appearance and provide a safe and healthy environment for staff, students and visitors.
* Ensure the school and facilities support and enhance excellent teaching and learning experience for staff and students by assisting in carrying out a rolling programme of redecoration/refurbishment.
* Ensure compliance with best practice and statutory requirements in the area of Health and safety.
* Ensure that an appropriate programme of repair and maintenance for property and grounds is followed and all records are updated as and when required.
* Routine building inspections of the school and recording daily maintenance and Health and Safety compliance checks.

**LEADERSHIP**

* To deputise for the Facilities and Contracts Manager in their absence or as directed.
* Supporting and assisting the Facilities Assistants in their roles as required and providing cover during periods of absence.

**HEALTH AND SAFETY**

* To ensure that all practices and procedures are conducted in a way that meets all the relevant requirements for the wellbeing of others.

**ASSET MANAGEMENT & PROCUREMENT**

* To assist in the compilation and maintenance of the school’s asset register and make recommendations to the Facilities and Contracts Manager regarding asset replacement.
* To assist in ensuring that all assets are disposals are recorded correctly and have been authorised.
* Assisting in the purchase, repair and maintenance of all furniture, equipment and fittings within the approved budget.

**LETTINGS**

* Assisting with the letting of the school premises to outside organisations and school staff and the development of facilities for out of school use.
* Ensuring proper provision of facilities and services required, and ensure compliance with all health, safety and insurance regulations.

**MANAGEMENT OF CONTRACTORS**

* To assist in arranging estimates for works and monitoring the work of onsite contractors.
* To assist in liaising with appropriate organisations and agencies in connection with planning and conducting minor and major works at the school and ensuring timely completion achieving the required standards, and improvements specified, and ensuring compliance with health and safety requirements.
* To assist in managing and planning the most cost effective and efficient reporting systems for information concerning all premises – related matters, their maintenance, improvement and updating

**DEVELOPING SELF AND WORKING WITH OTHERS**

* Take part in regular line management meetings and an annual staff performance review with line manger
* To create and maintain good working relationships among all members of the school community
* To work collaboratively with teaching staff to support students in their learning and the preparation of learning resources
* To set an example to students in work ethic , conduct, dress code, punctuality and attendance

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of the school, it must be accepted that as the school’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

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| **Name of Post Holder:** |  |  |
| **Signature of Post Holder:** |  | **Date:** |

**Person Specification**

The successful candidate will be experienced professional who is energetic, innovative and influential, reliable and committed to working as part of a team.

More specifically candidates should be able to demonstrate the following essential minimum requirements, unless stated as desirable:-

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| **Qualifications/**  **Training** | * Recognised Facilities Management/Building Services/Contract Management related qualification or working towards equivalent NVQ level 4 (desirable) * Membership of BIFM or related professional body (desirable) * NEBOSH Health and Safety qualification or equivalent (desirable) * Recent and relevant professional development * D1 driving licence |
| **Skills** | * Excellent oral and written communication skills. * Time Management * Ability to work with minimal supervision and direction, and act on own initiative * Ability to adjust to constantly changing work demands and to meet competing deadlines * Effective ICT skills * Good analytical skills, to make effective decisions * Consultation and negotiation skills * Ability to develop and maintain relationships with a diverse range of stakeholders. |
| **Knowledge & Experience** | * Proven relevant experience of managing contracts/services in an educational or similar environment * Practical experience and knowledge of financial systems and budget management (desirable) * Proven experience of management and supervision of employees performing similar work (desirable) * Demonstrable experience of working closely with a wide range of stakeholders, e.g. contractors, staff, students and customers. |
| **Professional Attributes** | * Highly motivated * Responds well to challenge and change * Maintain high professional standards * Maintains professional boundaries with students and parents. * Demonstrates the ability to work effectively as part of a team. * Commitment to working unsocial hours. * On-going commitment to professional development |