

Featherstone High School

Job Description

Job Title:	Facilities Manager
Grade:	Grade 12
Salary	£46,998 - £49,008 (A higher salary may be considered for an exceptional candidate)
Hours of Work:	Full time 35 hours per week, 52 weeks All Year Round This is a senior role, and the successful candidate should expect to work additional hours as required to fulfil the role, including supporting evening events, and attending evening meetings
School	The postholder will be based at Featherstone High School with the expectation that they support Facilities Management provision across the Grand Union Multi Academy Trust. The Trust includes one other school at present. This will include other schools as the Trust develops
Responsible to:	Director of Finance & Operations (DFO)

Role Overview

The purpose of this role is to deliver a proactive and flexible Facilities Management service by providing relevant and appropriate leadership and support, whilst driving best practice and ensuring compliance with all organisational procedures, policies and Health & Safety legislation. The post holder will provide vision and leadership and be responsible for managing all aspects of the School Estate, Site Team and Catering within the school and providing professional skills and specialised subject knowledge to the senior leadership team, staff and governors. The post holder will have the ability to work at levels, whether its dealing with the daily operational requirements, working with the team and contractors to ensure compliance, or working with the SLT and governors to future proof our site.

In addition to the substantive role of leading Facilities Management at Featherstone High School, the post holder will also lead on advice and guidance to the Primary School within the Grand Union Multi Academy Trust, in particular providing support with Projects. This is also an exciting opportunity to develop common ways of working across the Trust and to lay the foundations for Trust growth.

The post holder is responsible to the Headteacher for overall individual performance and the Line Manager for day to day duties, and will also work closely with SLT, providing support, advice and assistance as required.

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 support 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 the catering contract, liaising with Finance as required, ensuring provision and budgets are as agreed.
- To provide support and guidance to other Headteacher's, and lead projects as appropriate
- 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

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

- To support Line Manager, and lead where appropriate, 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 termly to the Premises Committee.
- To develop the schools facilities for out-of-school use and ensure the provision of premises 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.

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 assist staff in reviewing/recording incidents on the school CCTV system
- 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

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, record and action remedials where required
- 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 Line Manager and 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 monitor the use of energy and water and to implement energy saving strategies where possible.

Other tasks

- To ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records
- 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
- To produce risk assessments, user manuals or training procedures in line with the Academy's procedures
- To be responsible for your own continuing self-development, undertaking training as appropriate

Conditions of employment

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.

By signing this document you are agreeing to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

Person Specification

Job Title: Facilities Manager

	Essential (E) Desirable (D)
Qualifications and Experience	
1. Significant experience in a similar role	E
2. Educated to Degree level	D
3. Health and Safety Qualification/s i.e. IOSH	D
4. Experience of working in the education sector at least 2 years	D
Professional Specification	
5. Ability to organise and prioritise tasks effectively	E
6. Experienced in procuring and managing contracts with a good understanding of budget control strategies and value for money	E
7. High level of proficiency in the use of Microsoft Office	E
8. Excellent interpersonal skills to form effective working relationships at all levels	E
9. Ability to delegate effectively ensuring accountability is maintained and results are achieved	E
10. Ability to manage and influence opportunities for continuous improvement and change	E
11. Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post	E
12. Ability to manage complex operational demands with a high degree of customer satisfaction	E
Professional Skills and Attributes	
13. A self-starter with the ability to lead and inspire a team	E
14. Ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
15. Ability to work to deadlines under pressure	E
16. Ability to communicate well in writing and in person	E
17. Ability to anticipate and solve problems	E
Personal Qualities	
18. A flexible and proactive work ethic with a 'can do' attitude	E
19. Commitment to continuing professional development	E
20. Honesty, confidentiality and trustworthiness	E
21. A good record of attendance and punctuality	E
Demonstrates the Commitment to:	
22. Equal opportunities for all in the school community	E
23. Safeguarding and promoting the welfare of young people	E