

**POST:** Facilities Manager

**POSITION:** Full Time

**SALARY:** Competitive

KEY DUTIES:

To provide an efficient and effective support to the Senior Management Team, to undertake the full responsibility of a Facilities Manager role at Rochester Independent College. The Facilities Manager will be involved in both strategic planning and day to day operations, which ensure the efficient and compliant delivery of all services on site. This will include, but is not limited to: building and grounds maintenance, cleaning, security, transport, catering, health and safety, space management and utilities.

PURPOSE OF THE JOB:

To lead on the development and management of the College facilities. This will include being the primary interface with residential and teaching staff, understanding and responding to the relevant needs so far as is practical, legal and affordable, through the effective and efficient co-ordination of all the facilities and services in order to provide an exceptional service and quality environment. This post also incorporates being the Health and Safety Officer.

KEY ACCOUNTABILITIES FOR THE POST:

• Development of the College facilities

• Contribute to the strategic planning and development of the College site and be proactive in identifying the most appropriate and effective solutions to developing the facilities needs of the College.

• Take the lead on compiling and implementing the annual Facilities Development Plan.

• Manage site related refurbishment projects: from initial concept, through design and specification, to implementation.

• Manage the costs of refurbishment projects to both budget and specification.

• Day to day facility management.

• Ensure the security, maintenance and availability of the buildings, furniture, fittings and equipment, providing a satisfactory physical environment and promoting the efficient use of the College’s assets.

• Manage and oversee the housekeeping, maintenance, catering, security and transport staff on a daily basis.

• Implement and manage the daily schedules of the housekeeping, maintenance, catering, security and transport staff to ensure College areas are maintained to a high standard.

• Create and maintain an accurate and up-to-date annual maintenance plan.

• Manage the daily use of bookable facilities including the Underhill drama hall, Cambria cinema room, IT suites, hard court and gym ensuring a high quality provision.

• Agree the scope of any work and obtain quotes from third parties prior to instructing them to undertake any work.

• Maintain a file of all work undertaken by third parties.

• Manage all works, quality control and ensure appropriately signed off on completion.

• Organise regular testing, including portable Electric compliance testing (PAT) fire, boilers etc.

• Work with the college Compliance Manager and Dukes Education Groups Compliance Director to help ensure all areas of relevant compliance are monitored and documented

TRANSPORT

• Maintain the fleet of College mini buses, ensuring transport requirements are met efficiently and effectively with a view to both cost and safety.

• Review transport routes operated and make recommendations on cost benefit analysis of operating routes.

• Line manage the drivers.

SECURITY

• Ensure that the site is secure and that the entrance and exits are monitored through the working day and out of hours.

• Manage and co-ordinate the evening facility attendants.

• Ensure the buildings are secure and fire systems are regularly serviced and maintained.

• Investigate any breaches of security. Recommend ways of making improvements and act as an adviser to the Senior Management Team on security issues.

• Liaise with the Head of Boarding regarding the security of boarding houses.

STAFF RESPONSIBILITIES

• Through the effective line management of the housekeeping, maintenance, catering, security and transport staff, ensure the proper maintenance and repair of the College site is carried out and progress monitored. This should involve daily communication with each department.

• Be involved in the recruitment, induction, performance management and training of all facilities staff.

• Ensure the best use is made of facilities personnel and to be responsible for their performance.

• Monitor and oversee the quality of work of facilities staff, reporting to the Senior Management Team as appropriate.

HEALTH AND SAFETY

• Formulate, monitor, implement and review facility health and safety policies, including risk assessment procedures.

Be fully aware of the ISI inspection regulations, the National Minimum Standards for boarding schools and Tier 4 sponsorship regulations with regard to all aspects of H&S and to ensure these are met.

• Carry out termly inspections of buildings and grounds and report the findings to the Senior Management Team.

• Investigate accidents and incidents and prepare reports as required.

• Assess and respond to health and safety hazards.

• Continuously monitor compliance with health and safety regulations.

• Maintain a register of risk assessments for operations undertaken by the facilities team and that they are regularly reviewed to ensure relevance.

• Ensure that a register of all hazardous substances in use by facilities is developed and maintained, ensure staff that use such substances are appropriately trained.

• Ensure that copies of the hazard data sheets are available in a central register and at the storage point.

• Ensure that contractors visiting the College are made aware of the College’s policies and fire evacuation procedures.

• Obtain risk assessments and method statements from third party contractors prior to them starting any works.

• Oversee the checking and maintenance of equipment for protection against, and escape from fire.

o Keep accurate records of fire safety checks

o Play an active role in fire evacuation duties

• Keep accurate records of annual water safety checks.

• Participate in the development and implementation of the College’s Critical Incident Management arrangements.

• Under the direction of the Senior Management Team, provide health and safety advice to College’s staff, develop specific health and safety procedures in line with legislation and best practice, and ensure effective implementation.

GENERAL

• Take delegated responsibility for decisions about facilities following appropriate discussions with the Senior Management Team.

• To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.

• Carry out all general office duties consistent with the requirement of the post.

• Responsible for the planning, development, organisation and monitoring of the facilities budgets as delegated by the Senior Management Team.

• Manage budgets in line with the College’s financial procedures.

• Maintain inventories of College equipment and furniture.

• Assist the Senior Management Team with staff appraisals and performance monitoring in accordance with College procedures.

The post holder must have demonstrable experience of a Facilities Manager’s role. Have a technical understanding of electrical, mechanical and the fabric of buildings, be an excellent communicator, both written and verbal, have the ability to lead and motivate others. Have a knowledge of Health & Safety regulations and be IOSH or NEBOSH qualified, or be willing to gain a recognised Health and Safety qualification within the first year of appointment.

The general hours of employment are Monday to Friday 8.30am to 5pm but flexibility and weekend availability will be required to accommodate Boarding and College events.