# **Lincoln UTC**

# **Facilities Manager**

# **Job Description**

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| **Post** | | **Facilities Manager** | | | |
| **Scale** | | **£25,000 – 40 hours per week, 52 weeks per year** | | | |
| **Responsible to:** | | **The Vice Principal** | | | |
| **Core Purpose** | | The holder of this post is expected to carry out the professional duties of Facilities Manager as described below, as circumstances may require and in accordance with the school’s policies under the direction of the Vice Principal. The post-holder is required to fully support the vision, ethos and policies of the school.  The post holder will be expected to take responsibility for all aspects of the UTC site and premises including maintenance, improvement, security, cleaning, heating, ventilation and other site services. The post holder will lead, inspire and manage the premises team to ensure the smooth and efficient running of a safe, secure, attractive and clean learning environment in which students and staff can reach their full potential. | | | |
|  | | Key tasks | | | |
| **General Site Maintenance** | | The Facilities Manager will:   * Be responsible for the overall maintenance, upkeep and improvement of the premises, including grounds, buildings, fixtures and fittings, furniture, curtains and blinds. The extent to which the premises team will be able to carry out minor repairs, as distinct from initiating action for the repairs to be undertaken by other people, may be variable. * Attend meetings of the Directors Resources Committee to liaise, advise and update members on premises issues. To make recommendations to Vice Principal on all proposals for improvement of premises, site and grounds. * Carry out any general maintenance tasks and responsibilities as identified or as directed by the Vice Principal. * Review and implement systems for reporting maintenance and repairs, feeding back to staff regarding action and timescale. * Use IT equipment and software packages (Outlook Express, Word, Excel,) to assist in delivery and management of site services and develop its provision. * Ensure a member of the premises team is on duty at all times the school is open. Times may vary to meet the needs of the school and extended services provision. * Liaise and monitor the performance of cleaning staff/contractors, drawing to their attention any deficiencies and assisting them as required in order that they fulfil their contractual duties. | | | |
| **Site & Premises Security** | | The Facilities Manager will:   * Be responsible for the overall security of the establishment. This will include patrolling or inspecting the site at appropriate intervals. * Ensure a system exists to ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use. * Ensure a system exists for the opening of the premises at the start of each day e.g. deactivating intruder alarm systems; unlocking gates, external and internal doors; checking that premises have not been disturbed or damaged. * Ensuring a system is in operation for the closing of the school premises at the end of each day. * Check the premises on foot to ensure that all occupants have vacated the site; ensuring that all windows are closed and locked, unnecessary lights and electrical equipment are switched off; locking all secure areas, external doors and gates; activating intruder alarm systems; ensuring the safe keeping of keys to the premises. * Test security alarms to meet requirements of insurers. * Liaise with external users including Hirers to ensure that appropriate supervision and security is provided at all times school facilities are open to the public. * Monitor the day to day security of the site and ensure appropriate action is taken to deal with emergencies including intruders and police liaison, advising the Leadership Team on security policies, matters and procedures. * Ensure registration of all team members with the Alarm Company as key holders and formally record such details. * Ensure a rota is in place to respond to alarm activation call outs; taking appropriate ‘make secure’ action to minimise the risk of any further intrusions pending the completion of permanent repairs. * Provide access to the UTC for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency. * Make recommendations on all security related issues. * Ensure that the UTC has a comprehensive Asset Register in place and that this is audited regularly, as a minimum annually. | | | |
| **Health & Safety** | | The Facilities Manager will:   * Maintain an up to date knowledge of all regulations and official advice affecting health and safety in the UTC, taking part in the termly safety audit of the premises. * Be responsible for managing the School Asbestos Register and associated management plan. * Ensure the school’s written health & safety policy statement is in place, implemented, up to date and clearly communicated and available to all people. * Carry out and update the school’s Fire Assessment documentation annually. * Ensure that proper investigations are undertaken and reports made on appropriate forms of all accidents or potential accidents or plant and equipment. * Carry out risk assessments including annual audits relating to security, health and safety, general building, events and grounds conditions. To make recommendations for improvements and draw up schedules of tasks * Ensure all safety doors e.g. to boiler rooms, electrical supplies, etc. are identified and secured against unauthorised entry. * Ensure and be responsible for the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the school in accordance with Health and Safety legislation. * Be responsible for testing of fire alarms and other systems at specified frequencies. * Ensure that the premises team, external contractors, workmen, etc. are familiar with the UTC’s Health and Safety policy and its application to the site. * Liaise with Governors’ safety representatives. * Make recommendations on all other Health and Safety matters. | | | |
| **Contract Management** | | The Facilities Manager will:   * Liaise with external contractors, devising tender specifications and sourcing tenders and quotations, ensuring best value and accordance with procurement regulations. * Adhere to the “Managing contractors in school” policy and to ensure a high standard of work, delivered on schedule. * Monitor all service and utility contracts to ensure high level of service delivery and continued value for money. | | | |
| **Cleaning** | | The Facilities Manager will:   * Line manage the Cleaning Caretaker and Cleaning Team within the UTC. * Ensure that the buildings and grounds are cleaned to agreed standards and specifications. * Maintain stocks of cleaning materials and ensure these are stored in accordance with regulations. * In adverse weather to ensure a safe environment is provided with paths and drives cleared and treated as necessary. | | | |
| **Repairs & Maintenance** | | The Facilities Manager will:   * Be actively responsible for all aspects of maintenance and improvement of all grounds, buildings, equipment, furnishings, plant, fixtures and fittings in the school under the general direction of the Vice Principal. * Liaise with architects, planners and potential contractors to be the schools’ representative in all matters of site and buildings repair and improvement, including managing follow-up responsibilities. * Ensure Best Value, Value for Money and Competitive Tender procedures will be observed when obtaining quotations and making recommendations for awarding contracts. * Monitor all premises contracts to oversee delivery of the standards laid down in such contracts. * Maintain accurate inventory records for maintenance and repairs. * Carry out regular inspections of the premises equipment, fixtures and fittings, recording findings and taking required action to ensure that these are well maintained, safe and in good repair. * Develop a maintenance programme for the continuous improvement, repair, redecoration and upkeep of the premises and grounds. * Identify and draw up programmes of work for the development of or change in use of parts of the school premises and grounds. * Oversee contractors to ensure compliance with plans, estimates and agreed objectives. * Assess, prioritise and cost requests for minor improvements keeping relevant staff in the school informed as necessary. * Ensure that repairs within the competence of the premises team are carried out promptly and that other repairs are put in hand and followed up as appropriate through approved contractors and maintenance companies. * Identify, organise and contribute to minor decoration and maintenance to the building fabric and furnishings using appropriate tools and equipment and further training for any members of the premises team when necessary. * Prepare work programmes and obtain estimates, where appropriate, planning and taking into account the operational needs of the school and teaching session times. Undertaking work as appropriate in accordance with Health and Safety regulations. * Be responsible for the general maintenance of the buildings for which the UTC is responsible * Monitor the service provided by the approved contractors for outsourced services. * Ensure all equipment, tools and other aids used by the premises team for maintenance purposes are properly maintained, stored and secured. * Take all reasonable steps to eliminate potential hazards arising from faulty or damaged fixtures, fittings or surfaces. Carry out ‘making safe’ tasks at the earliest opportunity or restrict access to areas of potential hazard. * Ensure that any on-site parking arrangements are put into effect and maintained. * Control the budgets allocated for repairs and maintenance, tools and equipment, cleaning materials and toilet requirements and ensure adequate stocks of materials and equipment for carrying out the various elements of school keeping. * Ensure that proper arrangements are made for authorised users of the site facilities and buildings. This will include lettings which may require furniture movement, maintenance or cleaning. * Notify appropriate agencies of pest and vermin. * Deploy staff and assist, if necessary, with the following tasks:   *Ensure that all areas and paths are free from litter, weeds and the excessive accumulation of dirt or leaves. Remove unsightly litter from grassed areas and shrub beds of the school.*  *The daily cleaning of designated areas of the school*  *Cleaning diffusers and shades and replacing light bulbs and tubes where accessible, as necessary up to a height of 3 metres (or above that height with the aid of access equipment but only after the relevant training has been undertaken).*  *Checking daily on a regular basis that adequate supplies of soap, toilet rolls, towels and similar matters are available throughout the school, replenishing as necessary.*  *Moving dustbins for the disposal of refuse as appropriate, disposing of refuse by proper means and cleaning dustbin areas.*  *Carrying out emergency cleaning measures, as necessary, following storms, floods, break ins, vandalism, spillages and vomit on the part of students, etc. including the removal of graffiti from walls and fittings.*  *Clearing of snow/ice from paths and playgrounds, as necessary to provide safe pedestrian access to the school and between buildings.*  *Move stationery, equipment and other goods delivered to the school.*  *Remove, lay or stack furniture and equipment within the school transporting to the appropriate location as required.* | | | |
| **General** | | Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general function of premises maintenance and management. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.  The post holder will have scope for discretion, and will be working to create defined policies and procedures. The impact upon the school may not be identified immediately although approval and agreement must be sought through members of the Senior Leadership Team. Many aspects of the responsibilities would be identified and remedied before losses can be incurred e.g. security or cleanliness of premises. The post holder will be responsible for legal elements of Health and Safety  WORK ENVIRONMENT  The Post holder will be subject to conflicting demands that may result in a change to the project.  Physical effort will be required when using equipment e.g. power tools, working at heights, bending, stretching and working in awkward positions. The role may be stressful given the nature of line management and responsibility.  The Post holder will be exposure to noise and dust levels associated with construction or maintenance work. Outdoor working and some lone working are a requirement of the role. The Post holder may be subject to risk from chemicals and equipment.  The post holder will be expected to be flexible in undertaking duties and responsibilities attached to the post. There will be occasions where the working day will need to be extended or evening meetings will need to be attended. | | | |
|  | | Name: | Signature: | Date: |
| Job Description agreed by: Vice Principal | | ....................………… | ....................……… | ................ |
| Job Description agreed by: Facilities Manager | | ....................………… | ....................……… | ................ |