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**Facilities Manager**

**Application Information**

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**Appointment of Academy Facilities Manager**

**Salary Range: NJC Scale PO2 (40-45) Inner London**

**Actual Salary: £40, 000 - £45, 000.**

**Hours worked: 8am – 4.30pm**

**Start Date: August/September 2017**

The Headteacher and Governors of the Hammersmith Academy Trust invite applications for the Facilities Manager post at this innovative 11-18 Academy. Sponsored by City of London Livery Companies the Mercers’ Company and the Information Technologists’ Company, the Academy opened in September 2011 to Year 7 and Year 12 students and we have grown to 800 on roll for September 2017. Its specialisms are Creative and Digital Media and Information Technology.

Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.

# Background to the Academy

The Academy ([www.hammersmithacademy.org](http://www.hammersmithacademy.org)) aims to combine excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the school’s specialisms.

The sponsors are committed to excellence in Secondary Education and have a track record of working with successful schools and in areas of significant school improvement. The educational vision, building design, curriculum model and school organisation plan are based on the template developed successfully at Thomas Telford School and the Mercers’ other Academies in the West Midlands, combined with the Information Technologists’ sound track record in supporting school improvement as sponsors of the IT specialism at Lilian Baylis Technology School in Lambeth and their expertise and industry contacts in IT and Creative and Digital Media.

The Academy also has the support of, and access to, the expertise and educational networks of the Mercers’ group of 15 schools and colleges, which includes the nearby leading independent schools St. Paul’s and St. Paul’s Girls Schools, two 6th Form Colleges in the South-east, as well as Thomas Telford School and three West Midlands Academies. Further details of the sponsors’ educational activities can be found on their websites [www.wcit.org.uk](http://www.wcit.org.uk) and [www.mercers.co.uk](http://www.mercers.co.uk).

**The role: Facilities Manager**

**Reporting to: Director of Finance and Resource**

To have overall responsibility for the management, operation and strategic development (with the Headteacher and Director of Finance & Resources) of premises related functions at the academy (including site maintenance, cleaning , catering, waste disposal, caretaking, ground services, security, vehicle maintenance) ensuring that the academy facilities and premises are maintained to the highest standard.

Key Responsibilities

* Daily responsibility for the management of all property and facilities related services.
* Negotiation, procurement and ongoing daily management of supply contracts for catering, security, CCTV, cleaning, grounds maintenance, waste management, ensuring best value and the highest levels of service.
* Negotiation, procurement and management of support contracts for HVAC and PPM maintenance services for M&E systems throughout the Academy, ensuring best value and the highest levels of service.
* Management of programmes and scheduling for external contractors to attend site to carry out planned preventative maintenance
* Management of life safety systems including fire alarm, sprinkler system, smoke ventilation
* Responsibility for fire safety provisions and scheduling of fire drills, acting as the chief Fire Marshal.
* Responsibility for statutory inspections including gas safety, fixed wiring, portable appliance testing, LEV exhaust, lifts, engineering insurance inspections.
* Lead on all Health and Safety matters including quarterly reporting to Governing Body.
* Preparation of reports on facilities operations for the Senior Leadership Team and Governing Body.
* Undertake budget monitoring and prepare costed plans for repairs/maintenance & building activities as required
* Regularly review the provision of goods, services and utilities to ensure these remain appropriate to the needs of the Academy
* To undertake the drafting of tenders and negotiation of contracts for relevant goods and services.
* To oversee the outsourced catering provision to ensure compliance with nutritional and food standards regulations whilst maintaining the highest standards of catering provision for students, staff and visitors in line with agreed spend and budgets.
* To oversee the cleaning service contractor to ensure the Academy is kept clean and hygienic to a high standard
* To oversee the security services provider to ensure compliance within the agreed assignment instructions and review when required.
* Issuing of keys and access control cards to staff and contractors.
* To oversee the management of CCTV systems to ensure compliance with agreed policy and data protection act.
* Hold regular review meetings with continuing contractors to address issues, concerns, review spend and procedures.
* Project lead for photocopier/printer procurement, servicing and costs.
* To establish appropriate systems and working practices that ensure compliance with all relevant statutory regulations and recognised best practice.
* To regularly review the provision of goods, services and utilities to ensure these remain appropriate to the needs of the Academy in conjunction with the Director of Finance and Resources (DFR)
* To develop and implement service specifications and standards for facilities related services
* To undertake the drafting of tenders and contracts for relevant goods and services including utilities under the direction of the DFR
* To act as Academy champion on environmental policies ensuring the school is at the forefront of best practice
* To undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson
* To lead on all Health and Safety matters, investigating accident and incident reports, ensure system compliance and undertaking routine and ad hoc inspections and audits of related systems and processes
* Operate a permit to work system as required
* Ensure that any plant and equipment is accessible for insurance inspection as required
* Ensure that any records or information for insurance purposes is maintained and available
* Ensure that statutory logs and records are maintained

**Reporting**

* To prepare and present reports on facilities operations and accident reporting for the Senior Leadership Team and for the Local Governing Body as required by the DFR and Headteacher
* To commission specialist reports and surveys as and when required under the direction of the DFR and Headteacher.
* Undertake budget monitoring and prepare costed plans for repairs/maintenance & building activities as required

**Staff and contractor Management and Training**

* To lead and manage various service teams e.g. grounds maintenance, to ensure the highest standards of maintenance and support services
* Actively identify defects and record repair and maintenance requirements ensuring timely resolution of issues
* To keep up to date with the latest legislation and guidance in facilities related matters and ensure team members are given access to training
* Oversee the work of external contractors, signing off their work as required
* Hold regular team meetings with managed staff
* Take a lead role in recruiting site, catering and cleaning staff and in managing associated employment procedures.
* Provide emergency access to the site.

**Community Use of Academy Facilities**

* To oversee the Sports Hall and football pitch facilities ensuring all aspects are maintained at the appropriate level
* Work closely within the Community Use Co-ordinator to ensure adequate supervisory cover, safety and security for community use
* To work with the FRD to deliver the Academy lettings programme, maximising the commercial potential of Academy facilities.
* Management and supervision of any lettings staff, including organisation of rotas and timesheets.

**Line Management Responsibilities**

* Managing the staffing of additional premises staff.
* Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery as Facilities Manager.
* Manage Facilities staff attendance and leave to ensure a continuous service throughout the year.
* Monitor and support staff career development including the appraisal scheme, setting and monitoring against agreed objectives, reviewing training requirements.
* Monitoring the effectiveness of the facilities.

**Other**

* To assist the DFR in the management of capital schemes as and when required
* To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
* To work in collaboration with the DFR and the Chair of the governing body’s finance and resource committee, and attending meetings where requested
* To carry out other reasonable tasks from time to time as directed by the Headteacher.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Treat all users of the Academy with courtesy and consideration
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Hammersmith Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Hammersmith Academy is a designated non smoking site.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences

**PERSON SPECIFICATION** **AND SELECTION CRITERIA**

**Qualification Criteria**

* N/SVQ Level 4/NHD/Degree in a relevant discipline or appropriate experience at senior level
* Good literacy and numeracy skills to Level 2
* First Aid trained or be willing to undertake qualification

**Experience**

* Several years’ experience working in a relevant discipline i.e. Facilities Management experience in a school or similar environment
* Management/supervisory experience
* Knowledge of Trend or similar building management system.

**Specific skills**

* Good spoken and written communication skills
* Effective use of ICT
* Use of appropriate specialist equipment/resources
* Full working knowledge of relevant policies/codes or practice/legislation
* Knowledge of health and safety procedures and precautions
* Knowledge of COSHH regulations
* Awareness of health and hygiene procedures
* Willingness to participate in development and training opportunities
* Managerial skills
* Knowledge of moving and handling procedures
* Ability to organize, lead and motivate a team
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults.

**Alignment with the Hammersmith Academy Vision**

* Relentless drive to do what is required to ensure all students succeed
* Ability to create and instil high expectations
* Inspire and lead others to exceptional performance

# HOW TO APPLY

Please complete the **application form,** which includes a supporting statement, and a monitoring form. CVs alone will not be accepted.

Please send your completed application form by email to:

[hr@hammersmithacademy.org](mailto:hr@hammersmithacademy.org)

The closing date for receipt of applications is**: Wednesday 19th July 2017**

We intend to hold interviews on: **Friday 21st July 2017**

All applications will be initially acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website.

[**www.hammersmithacademy.org**](http://www.hammersmithacademy.org)**.**

*Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.*

*Hammersmith Academy is an Equal Opportunities employer and does not discriminate on grounds of gender, race, age, disability or marital status.*

***Please note that, as part of Hammersmith Academy’s Green approach and our commitment to reducing the impact of vehicular access to the Academy on the local and global environment, there is very limited parking and all staff are therefore encouraged to travel to work by public transport.***