



HOLME
GRANGE
SCHOOL

Estates and Facilities Manager

Full-time

- Must be prepared to be on the call out list for security and fire alarms out of school hours
- Flexibility around working hours at peak times in the year
- Must be prepared to be 'hands on' when required

Hours of work:

- Term time 8:00am – 5.30pm Monday – Friday
- Occasional staff meetings outside these hours for which notice will be given
- School holidays – hours will be flexible to manage projects and oversee contractors on site

Leave arrangements: 25 days paid holiday (plus Bank Holidays) to be taken during the School holidays, unless agreed otherwise by the Bursar.

Pension: Contributory stakeholder pension scheme

Benefits:

Enrolled in an award-winning employees benefits programme offering a wide range of discounts with many major high street retailers and service providers

Employee Assistance Programme

In-House Employment Coaching Service

Line Manager: Bursar

Notice Period: 3 months

Responsibilities and Duties

General

The Estates and Facilities Manager's remit is broad, and the jobholder will be expected to exercise the necessary people skills to ensure the achievement of the required objectives through the cooperation of a wide range of people, many of whom will not report to the jobholder and may indeed be outside of the school.

The jobholder is responsible for the management, maintenance, repair and improvement of the School properties and grounds.

In carrying out their duties, the Estates and Facilities Manager will consult with the Bursar as necessary on any matter effecting their duties.

Many aspects of the Estates and Facilities Manager's role require confidentiality and discretion, the jobholder will need to exercise good judgement and restraint in such matters.

Professional Duties

The Estates and Facilities Manager's professional duties will be carried out in accordance with and subject to:

- Any statute governing the conduct of, or applying to, the School's business or affairs, including Charity law;
- Any orders and regulations having effect under those statutes and any guidelines issued by the Charity Commission;
- The Articles of Association of the School;
- Any rules, regulations or policies directions or restrictions laid down by Governors; and
- The terms of the Estates and Facilities Manager's Employment

The professional duties of the Estates and Facilities Manager will include but are not limited to the following and may include other tasks as deemed necessary by the Headteacher or Bursar:

Main Duties and Responsibilities

Operational Matters

- To ensure the effective deployment of the Estates Team to provide the manpower needed to cover the setup, running, cleaning and security requirements for all day to day operational; school and external lettings and activities
- To ensure the effective deployment of the Estates Team to maintain the school minibuses fleet and provide drivers as and when required including the daily school runs
- To maintain records of driving licences for those driving on school business and arrange training and certification for those required to drive school minibuses.
- To maintain records of staff car registrations and parking allocation
- To manage and liaise with the Bursar in the arrangement of external lettings
- To manage all minor works projects including coordination of all services, fixed furniture and equipment
- Support the Grounds and Maintenance Supervisor in coordinating the movement of furniture as required by school staff

Repairs and Maintenance

- To be responsible for the repair, maintenance and improvement of all School buildings and facilities
- Be responsible for the maintenance of accurate records, plans, drawings and Operation and Maintenance Manuals relating to the school's buildings, plant and services infrastructure
- To monitor and manage the school's electronic ticket system for reporting repairs and maintenance requests
- Establish the school's needs and priorities; instructing work to be carried out and then monitoring the standards achieved, timeframe, and keeping staff informed of work in progress
- To achieve repairs and maintenance works in-house based on cost effectiveness and efficiency

- Management of all buildings-related maintenance service contracts

Grounds, Sports Facilities and Gardens

- To oversee and manage the Grounds and Maintenance Supervisor
- Regularly liaise with the Director of Girls and Boys Sport and the Grounds and Maintenance Supervisor to ensure that the provision and quality of sports pitches is satisfactory
- Ensure the maintenance, repair and replacement of Sports equipment and facilities as required
- Ensure the proper safety procedures are enforced in respect of the swimming pool and its plant, particularly out of school hours and during the holidays
- Lead and manage the development and improvement of the grounds and gardens on the site
- Lead operations to ensure the safety of the site in the event of snow, ice, high winds or other weather-related events
- Take responsibility for the management of the trees on the school site including obtaining annual tree condition survey and ensuring recommendations are acted upon

Budgets

- Management of the Estates and Facilities budget, prepare budget requirements for anticipated projects, improvements and replacement of major plant and equipment
- Exercise strict financial controls on departmental expenditure; to include monitoring and reporting against approved budget allowances monthly
- Adhere to the School's financial procedures, including competitive tendering and price comparison processes in order to obtain best value for the School

Compliance

- Ensure the School's obligations with regards to regulatory compliance and best practice are met through testing and certification of services installations and equipment
- Keep up-to-date with knowledge and awareness of compliance and disseminate the information to relevant departments and staff
- Maintain necessary records for inspection and insurance purposes
- Ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority
- Ensure the Grounds and Maintenance Teams are operating safely and that risk assessments / method statements are updated and adhered to
- Monitor and ensure compliance with the regulations for the maintenance and operation of minibuses, ensuring compliance under section 19

Health and Safety

- Act as the school's Health and Safety Officer and Co-Chair with the Bursar termly Health and Safety meetings with the department heads, and oversee health and safety matters across the school
- Monitor and implement the school's policy to comply with requirements of Health and Safety legislation and good practice, including ensuring risk assessments and relevant policies are produced and kept up to date. Propose any required changes to policies through the Bursar for approval with the Head and SLT

- Ensure that in all activities undertaken, the school complies with its duties under the Health and Safety policy, Health and Safety at Work Act and any other relevant statute regulation or directive
- Liaise with teaching departments where specific Health and Safety requirements exist, e.g Science, Food Technology, Design Technology, Sport, Medical and LG
- Actively promote Health and Safety awareness throughout the school, conducting termly reviews with all department heads
- Prepare for inspection by maintaining an audit log of relevant safety checks undertaken, including records of all Health and Safety testing
- Maintain Asbestos, COSHH and dangerous substance register, carrying out COSHH risk assessment and updating where necessary
- Maintain the school's accident, incident and near miss reporting, implementing changes where necessary following investigation of these events
- Provide termly reports to the Bursar (for the Governors Report) on Health and Safety, Fire Safety and Safeguarding (from a H & S perspective) updating on all termly projects and spending
- Review accidents on the school's premises supported by relevant staff and where necessary ensure accidents are followed up and acted upon and RIDDOR reports made if required
- Ensure all contractors operate safely in accordance with the same regulations and guidelines
- Develop and update the School's rolling building inspection process and take appropriate actions arising from it
- Working with the HR team conduct personal risk assessments and produce PEEPs.

Fire Safety

- Act as the School's Fire Safety Officer and ensure that the fire policy and fire evacuation procedures are kept up to date
- Take responsibility for the fire safety systems and the fire response procedures, including leading the fire response team
- Ensure compliance with the Fire Regulatory Reform Orders (Fire Safety) 2005
- Ensure Fire Risk Assessments and fire plans are kept up to date and renewed as required
- Ensure the recommendations of FRAs are acted upon and kept under review, liaising with relevant departments following any incidents and resulting amendments to procedures
- Ensure termly fire drills are undertaken in accordance with the School's policy
- Ensure inspection, testing and maintenance of fire safety equipment, maintaining appropriate records

Utilities and Waste Management

- To manage the consumption of energy and water by prudent housekeeping, monitoring meters and maintenance of plant to minimise operational costs
- To seek ways of achieving more efficient methods of lighting, heating and use of plant and equipment, with a view to reducing consumption and costs by taking advantage of relevant technologies
- Removal of waste associated with estates tasks, and ensuring that the necessary procedures are followed

Security

- To work with the Bursar and external Security Advisors in ensuring the safe and secure operation of the school site
- Planning and maintenance of the school-wide security systems

- Assisting with the ongoing development and maintenance of the CCTV system

Line Management

- Responsibility for the effective management of the Estates and Maintenance Team, currently comprising of 6 staff and a Caretaker, including carrying out annual staff appraisals
- To be the Line Manager for the Grounds and Maintenance Supervisor and ensure that the department is efficiently managed and organised
- Manage the school's cleaning contractors; and any in house cleaners employed by the school
- Ensure that the school's obligations with regards to health and safety at work are met through staff training and development
- To review and monitor working practices of the department to ensure timely delivery of the highest standards of workmanship and customer service

Management and Communication

- Liaise with all members of the school community to facilitate planning and day-to-day running of School operations
- To keep the Head, Bursar, Deputy Head and other Senior Leadership Team members informed of estates related issues as and when is appropriate
- Communication with the Bursar with regards to progress on projects
- Close liaison with the Bursar with regards to day-to-day site operational matters and the SLT regarding events and functions
- Attend meetings with the Bursar and SMT as required

Person Specification

Essential

- Experience in operational and facilities management
- Experience of managing operational teams
- Experience of working effectively with staff and management at all levels
- Experience of liaising effectively with building users, external consultants and external contractors
- Experience of contract management
- Experience of basic building maintenance and providing facilities services within business premises
- Excellent organisational skills with an ability to plan, prioritise and meet deadlines
- Knowledge of ISI Regulatory Requirements for schools including safeguarding of children
- Ability to establish, maintain, manage and monitor the legal and regulatory records required for the School's facilities
- Ability to maintain confidentiality at all times
- Excellent interpersonal skills, including excellent oral and written communication skills
- Good level of IT skills (Microsoft Office products)
- Extensive knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor
- Competent and personable
- High degree of personal drive and motivation
- Ability to work calmly under pressure and multi task
- Willing to be flexible and work outside normal working hours as required
- Ability to work individually or as part of a team
- Ability to demonstrate, initiate and to lead from the front
- Committed to keeping abreast of best practise and relevant legislation

Desirable

- A relevant professional qualification in construction, construction management, engineering, estates, facilities or property management
- Member of relevant professional institution (e.g. RICS, BIFM)
- Health & Safety qualifications (such as NEBOSH General Certificates or IOSH desirable)

This Job Description and areas of responsibility may be developed to reflect the strengths of the postholder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The postholder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. This list is not exhaustive and you may be required to undertake other duties as required by the Head. The job description may be amended to meet the needs of the school. Further details can be obtained by e-mailing hr@holmegrange.org

Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.