

Facilities Manager

Applicant Information Pack February 2024



Teesside High School
Education as it should be

Facilities Manager

CONTRACT - This is a permanent, whole time position from 8.00am until 4.30pm each day.

SALARY - £35,000 to £42,000 per annum dependent on experience

ANNUAL LEAVE - 25 days per year plus 8 bank holidays

CORE PURPOSE OF THE POST

The Facilities Manager will be responsible for overseeing Facilities and Health and Safety for the entire school estate. Based exclusively on site, with occasional out of hours and weekend work.

Health and Safety

- An awareness and understanding of the School's responsibilities under current Health and Safety legislation.
- Work closely with the Health and Safety Consultant to ensure full compliance with new legislation.
- Ongoing management of risk assessments, including General Risk Assessment and Fire Risk Assessment.
- Monitoring of the completion of the caretaker's Health and Safety checks binder.
- Monitoring of the asbestos register.
- Completion of risk assessments where necessary.
- Coordination of termly fire drills
- Oversee the risk register process, ensuring contractors have the correct risk assessments, method statements, insurances and permits to work.
- Regular checks of fire doors and emergency signage
- Regular check and replenishment of School First Aid boxes.
- Maintenance of register of First Aid training
- Health and Safety induction for all new staff
- Chair of Health and Safety meetings.
- Provide support and guidance to Senior Managers on Health and Safety matters.
- Ensuring day to day Health and Safety compliance, actively participating in all on site Health and Safety audits and assessments.
- Ensure planned obligations such as DSEs and PAT testing take place on an annual basis.
- Manage incident reports, accident investigations and near miss reporting to RIDDOR as required.
- Manage the 'out of hours' contacts list and be available to make decisions in case of out of hours alarm activations and other incidents.

Facilities Management

- Management of the cleaning of the building including cleaning contractor. Arrange additional cleaning for specific events or areas, e.g. annual deep clean of kitchen.
- Quality control of catering.
- Coordination of hospitality/caretaking requirements for all School events.

Security

- A general awareness of security around the School and ensuring that the School is not vulnerable to breaches of security.

Buildings and Grounds

- The day-to-day supervision of the caretakers, groundsmen and catering staff to ensure they maintain a structured approach to the continuous upkeep of building and grounds and that an excellent support service is provided to the School.

- Management of allocated premises and facilities budgets.
- The organisation and monitoring of regular maintenance requirements.
- Management of the School's maintenance contracts (for e.g. electrical testing, gas safety and heating).
- On-going environmental strategy to minimize the carbon footprint and ensure energy efficiency.
- Management of the School's waste disposal, pest control and hygiene vending services.
- Maintenance of light and ventilation of School buildings.
- Maintenance and efficiency of supplied services.
- Management of building/refurbishment projects including budgets
- Compilation of a rolling programme for maintenance, decorating and improvement to buildings.
- Compilation of a rolling programme for grounds maintenance and improvements.
- Dealing with emergency repairs.
- Responsibility for the repairs and maintenance budget.
- Maintenance of the School boundaries, rights of way and roadways.

Transport

- Administration of the School's own transport services
- Liaison with external coach contractors for the transport of pupils to and from School, route planning and amendments, compilation of the termly timetable.
- Ensuring all external coach contractors comply with the School's Health and Safety requirements.
- Tendering of transport services
- Overseeing arrangements for the use and maintenance of the school minibuses.
- Dealing with parent complaints/issues concerning coach travel.
- In conjunction with the Headteacher, the development of transport routes

Traffic

- Co-ordinating traffic management on the School site on a daily basis and for School events.

Hire of Premises and Additional Income

- Responsibility for all external lettings including liaison with hirers, costing of the hire, issue of hire agreement and terms and conditions of hire and liaison with caretakers for access.
- To generate additional income where possible through lettings, grants etc. in liaison with the Finance Manager.
- Work closely with the Head of Marketing to maximise income from lettings.

Other

- To advise Senior Leadership Team on aspects of management of the facilities.
- To attend Governors meetings, Sub Committee meetings and Senior Leadership Team meetings as required.
- To undertake any other reasonable task as requested by the Head.

Qualifications and Personal Qualities/Skills

- Health and Safety experience essential
- Excellent knowledge of facilities management.
- Experience of compliance regulation in the education sector is desirable.
- Negotiations skills, with contractors and suppliers to ensure value for money is being achieved.
- Keen eye for service standards and details
- Minimum IOSH. Preferred NEBOSH diploma level qualification.
- A self motivated team player
- A commitment to high standards of quality work
- A working knowledge of building/grounds maintenance issues
- Good communication skills
- Ability to work under pressure

- A practical "hands on" approach
- Health and safety experience desirable but training will be provided if necessary.
- Good IT skills
- Ability to identify risks and opportunities for improvement.
- Solutions focused approach.
- Good knowledge of facilities management in the education sector.
- 'Can do' attitude and good sense of humor.

Remuneration

- Auto enrolment pension scheme
- School fee discount scheme for permanent members of staff
- The Facilities Manager is entitled to 25 statutory and 8 Bank Holidays per year, to be taken by arrangement with the Head Teacher. The School is closed to all staff between Christmas and the New Year.
- Subsidised lunches during term time
- Free on site parking
- Gym access

Miscellaneous

- The school operates a No Smoking policy
- Teesside High School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced Check
- A voluntary contributory pension scheme is available.

The Application Process

For application forms and further details please contact the School on 01642 782095 or via recruitment@teessidehigh.co.uk

The closing date for applications is Friday 1 March at 9.00am.

If you wish to apply for this role, use your application letter to explain why you are interested in this and how you would fulfil the role required. Please also complete and return the school's application form, (including the names and contact details for two referees), and the Equal Opportunities form. We cannot accept applications without these. You may wish to include a supplementary CV, but this is not compulsory.

Completed application and equal opportunities forms should be returned with a covering letter and CV to recruitment@teessidehigh.co.uk

Safeguarding Policy

Teesside High School has a responsibility to protect and safeguard children and young adults. A copy of our Safeguarding Policy is attached as an essential part of our recruitment for this post. We ask that you are familiar with the essential messages in this document if you are called for interview. The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.