

JOB DESCRIPTION

Job Title: Facilities Manager

School: Rivington & Blackrod High School, Upper & Lower School Sites

Grade: Grade G SCP 23-27

Reports to: Operations Manager

Line management responsibility: Site and Cleaning staff

Main purpose of the job:

To ensure the school complies with all legal requirements in relation to health & safety, security and the environment.

Key duties and responsibilities

Organisation / Administration

- To be responsible for the planning, development, design, organisation and monitoring of site team services including the development of appropriate policies/procedures/systems to ensure the provision of a high quality service.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information as required for Trust Board/Management review etc.
- Be responsible for the submission of relevant information to the Head Teacher, SLT, The Trust Board, the Local Authority and other relevant outside agencies.
- Commission contractors/systems/services as appropriate.
- To proactively oversee the maintenance and repair of the school buildings, grounds and cleaning and the system of weekly checks ensuring that all issues are attended to promptly and efficiently.
- To complete building report documentation identifying general maintenance repairs relating to fire, security, health and safety.
- To ensure all repairs and maintenance contracts are reviewed in line with the school's Best Value policy.
- To obtain the relevant quotations from external contractors, in line with best practice procurement.
- To assist in ensuring that the legal provisions relating to Health, Safety and Welfare at work are properly adhered to, including the safe storage of any flammable/toxic substances on site in conjunction with COSHH and Fire Precautions regulations and ensure that all equipment is PAT Tested.
- To retain appropriate records to support the school in meeting responsibilities associated with audits of site management including management of health and safety responsibilities.
- To liaise with and ensure all contractors and site staff undertaking work at the school fully comply with the school's safeguarding policy, schools security, health, safety and fire procedures at all times.
- Opening and locking of buildings when required, maintaining site security and safety at all times and respond to emergency call-outs in the event of fire, damage, burglary, floods etc. in accordance with agreed procedures.

- Ensure that access and egress to site is maintained to minimise health and safety risks to acceptable levels and maintain access to site for emergency services.

Manage the site/cleaning management team taking responsibility for:

- Direct line management responsibilities including:
 - Management/performance review/induction/mentoring/training of site/cleaning staff where appropriate.
 - Represent site/cleaning staff at relevant meetings.
 - Hold regular team meetings with the site/cleaning team
- Supervising the site and cleaning team in ensuring that site management and cleaning issues are dealt with efficiently and quickly.
- Design an agreed plan of preventative maintenance during term and non-term time periods, monitoring its implementation, including a 1, 2 and 3 year plan.
- Ensure that all staff operate a safe system of work at all times.
- Adhere to all school policies
- Be responsible for the development of the site team to support the schools improvement plan.
- Be responsible for ensuring that all staff are trained at induction, and periodically as required for fire, security, health and safety, maintenance issues and school policies and procedures.
- Ensure that grounds equipment/materials and records are maintained.
- Be responsible for allocating shifts and reviewing annual leave across the team to meet the site demands.

Manage general site duties as shown below:

- To undertake and ensure that the site team undertake general routine repairs, alterations, painting, replacement and maintenance duties of buildings, fixtures, fittings and furniture responding to staff in a speedy and efficient manner.
- Monitor jobs undertaken, ensuring a quality service is delivered.
- Manage and plan for substantial repairs and refurbishments with the Operations Manager.
- Carry out specific monitoring of all areas of school, ensuring that consistent and efficient service delivery is maintained and take appropriate actions to rectify failures.
- Respond to and ensure that the team respond to the needs of the school in relation to events in a quick and efficient manner.
- To assist the Governors and Head Teacher in maintaining good and orderly conduct throughout the School.
- Report concerns affecting the reputation of the school or potential regarding failure to meet standards or project deadlines to the Operations Manager/Headteacher.

Service and Staff Development

- To review and maintain appropriate records – files, works, orders, vandal reports, incidents, equipment services and inventories.

- To assist and contribute to the examination and improvement of methods, procedures and initiatives adopted by the department/school.
- To attend meetings with the Head Teacher/Governors to address issues pertaining to the job as necessary.
- To take part in the school's staff development programme by participating in arrangements for further training and key support staff professional development and review process.
- To work as a member of the designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help implement the school's quality procedures and to adhere to these.
- To contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Management of resources

- Identify the need for, select and manage resources. This will include the management of the repairs and maintenance budget in line with the schools spending plan and seeking appropriate quotations.
- To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the school and its students.
- Maintain inventory, order from stock such materials as are necessary to maintain the agreed stock levels of supplies for cleaning and maintenance.
- To promote and monitor working practices within the school.
- Be responsible for the appropriate deployment of staff.
- Interpret matters of policy/procedure/statute to ensure the schools compliance and initiate appropriate action arising.
- Identify the need for, and be responsible for securing appropriate licences and insurance.
- Develop work specifications and manage service contracts as appropriate.

Students

- To communicate and consult with staff and students in a polite and courteous manner.
- To carry out duties in the most effective, efficient and economic manner available.
- Fire Warden Duties as appropriate.
- To dress smartly and appropriately at all times in keeping with the school dress code. This includes appropriate PPE (personal protective equipment) when performing practical tasks
- To support the school's mission statement, values and ethos.
- To operate within agreed legal, ethical and professional boundaries when working with children and young people.

Other duties of general site management that may be reasonably requested by the Operations Manager/Head Teacher to meet the needs of the school.

PERSON SPECIFICATION

Job Title: Facilities Manager

| Qualifications and training | Essential | Desirable |
|--|-----------|-----------|
| Practical qualification in related field | ✓ | |
| Good standard of education (literacy & numeracy) | ✓ | |
| Relevant Health & safety qualification | | ✓ |
| Level 4 qualification in a related field | | ✓ |

| Experience, knowledge, and skills | Essential | Desirable |
|--|-----------|-----------|
| Building trade experience in a specific area | | ✓ |
| Evidence of practical application of joinery/plumbing/building skills in a working environment | ✓ | |
| Previous experience of working in a school or college environment in terms of relevant site management functions. | | ✓ |
| Ability to analyse & present data to a range of audiences | | ✓ |
| Effective use of ICT and other specialist equipment/resources | ✓ | |
| Experience of implementing directives including the Health and Safety at Work Act in a working environment relating to fire precautions, regulations and appropriate safety procedures | ✓ | |
| Managing multitask situations in a building environment | ✓ | |
| Managing operational site issues in a building or school environment | ✓ | |
| Experience involving working to deadlines or specific contract periods | ✓ | |
| Good working knowledge of Health and Safety Act | ✓ | |
| Management/review/training of people | ✓ | |
| The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk | ✓ | |
| Able to work in a busy school environment and relate effectively with children and adults. | ✓ | |
| To operate safely within the workplace with regard to Health and Safety legislation | ✓ | |
| An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Trust and school policies on Confidentiality, and the management and sharing of information | ✓ | |
| To promote energy efficiency throughout the workplace and within own area of activity | ✓ | |

| Personal attributes | Essential | Desirable |
|--|-----------|-----------|
| Ability to adapt communication styles to needs & situations & to establish effective communication processes with teachers, colleagues, parents & carers & contractors | | ✓ |
| Well organised and able to prioritise tasks | ✓ | |
| Ability to manage self and a team effectively | ✓ | |
| To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timescales. | ✓ | |
| Adaptable and self-motivated | ✓ | |
| Articulate, communicative with an outgoing pleasant manner. | ✓ | |
| Able to negotiate, persuade and motivate others | ✓ | |

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| A willingness to drive the school mini bus as and when required | ✓ | |
| Willingness to work in the evening and at weekend as required. | ✓ | |
| Ability to cope with physical demands of the job role | ✓ | |
| Good timekeeping | ✓ | |
| A commitment to equality and diversity | ✓ | |
| A commitment to Health & Safety | ✓ | |
| A commitment to child protection and safeguarding | ✓ | |

| Special requirements | Essential | Desirable |
|--|------------------|------------------|
| Satisfactory enhanced DBS certificate | ✓ | |
| Medical clearance | ✓ | |
| Two satisfactory references | ✓ | |
| Full UK driving license and access to a car during working hours | ✓ | |

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.