

Facilities Manager – Job Description

Responsible to:	Business Manager
Responsible for:	Facilities Team (including liaison with contracted services e.g. cleaning and the security company)
Hours:	37 hours per week, 52 weeks per year
Grade:	Scale Grade 10 points 32 -35 (£38,296 - £41,496)

Main purpose of the role:

- To take a strategic leadership role in responsibilities for the supervision and security of the academy site and to manage the work and members of the Facilities Team.
- To ensure that the academy is maintained to the highest security and safety standards and is well presented at all times.
- To take a lead role in capital property projects.
- To act as the School's Health & Safety lead (NEBOSH)
- To carry out appropriate maintenance tasks.
- To contribute to the planning of long-term capital investment and manage the 5 year capital plan.
- To liaise with the Lettings Manager on availability and arrangements relating to lettings.

Specific Responsibilities:

- Day to day management of the site.
- Day to day management of the facilities staff.
- Management of scheduled planned preventative maintenance.
- Repairs/maintenance management and development of site buildings
- Health and Safety Management throughout the school including maintenance of all logbooks and statutory testing records.
- Security of premises and contents (including Fire Protection Systems).
- Energy Management.
- Monitor and quality control outsourced contracts e.g. cleaning, security, grounds maintenance, sanitary, waste etc.
- Project management of all building and refurbishment projects.
- Management of allocated budgets and adhering to the Academy's Financial Management Handbook.
- Porterage.
- General duties as relevant to the role.
- Maintenance of all records so that they are compliant with relevant external agencies and academy expectations.

Key Areas

Routine Tasks

Facilities Management

- Manage site utilisation during times the facility is required ensuring users' specific requirements are met as far as possible.
- Liaise with all employees to ensure effective support is provided to support the educational needs of the school.
- Identify and purchasing equipment and services as required.
- Ensure robust understanding of the plant and systems operating in the premises to carry out changes as required by academy activities and environmental issues.
- Ensure mandatory testing of plant is carried out as per the planned preventative maintenance schedule.
- Manage key holding solution, in the event of break-ins or false alarms and be available, if required, to attend in emergency situations.
- Manage of the academy's vehicles and trailers.
- Provide adequate resource to ensure general security and arrangements for locking and unlocking of the site.
- Liaise with contractors on site to ensure safe working practices (including safeguarding) and all completed work has been completed to required specification and follow the academy control of contractors procedure.
- Meet with the Business Manager to provide updates on site matters and to work together on providing efficiencies.
Attend Senior Leadership Team, Governor and other meetings when required.
- Manage the Facilities Team, and allocating duties.
- Support the Facilities Team Manager and ensure the team is appropriately trained to meet the requirements of the academy.
- Hold regular meetings with facilities staff to ensure all requirements of the Facilities Team Manager to support effective and efficient working
- Identify staff training needs academy calendar are communicated effectively.

Employee Management

- Lead on relevant academy policies for the team or academy as appropriate (eg HR, Health and Safety)
- Undertake annual performance reviews, with a particular focus on identifying relevant training to meet the changing needs of the academy and health and safety legislation.

Repairs/Maintenance Management and Development

- Develop a rolling programme for the premises and equipment, both internal and external, covering repairs, maintenance and decoration to ensure minimum negative disruption to academy activities.
- Support the Business Manager to develop a costed five-year strategic building and maintenance development plan in line with local/national requirements.
- Lead in devising strategic maintenance and repairs in line with the School's Asset Management Plan (AMP) and present to the Business Manager to implement annually.
- Identify and plan repairs, redecoration and mandatory maintenance to ensure minimum disruption to daily academy activities.
- Identify and respond to site problems/issues as they arise and ensure repairs are carried out effectively and in a timely manner.
- Identify and advise Business Manager on costings for annual strategic maintenance.
- Act as project co-ordinator in association with the Business Manager for any new building, capital projects or strategic maintenance.
- Advise the Business Manager on any potential or strategic problems.

Health and Safety (Designated Health and Safety Officer)

- Advise on Health and Safety of the Site and, in conjunction with Business Manager, maintain allocated policies and procedures relevant to the site Health and Safety.
- Attend the academy health and safety committee meetings.
- Manage the planned preventative maintenance schedule to ensure all periodic checks are carried out to meet legislative requirements (e.g.. cleaning, fire equipment, PAT testing, external and emergency lighting etc) and statutory records are kept.
- Ensure periodic health and safety checks are carried out and recorded by the facilities team.
- Lead in implementing and monitoring the Academy's Health and Safety Policy, advising the Senior Leadership Team (SLT) where necessary on compliance with the requirements of legislation.
- Support the SLT in ensuring all staff are aware of their own responsibilities for Health and Safety.
- Identify training deficiencies and solutions that meet the requirements of the Health and Safety at Work Act 1974, organising in-house training as appropriate.
- Identify and carry out site wide risk assessments for all site working practices and contribute to the wider school risk assessments.
- Support Heads of Faculty and other team leaders to ensure that their areas of responsibility meet the required standards.
- Set Health and Safety standards within own area of responsibility.
- Hold regular Health and Safety meetings with the facilities staff to review standards and identify items for further review.

Security of premises and contents

- Ensure site security to include locking/unlocking at times necessary to facilitate all academy activities.
- Ensure contracted routine inspections of fire and security alarms to ensure functionality and ensure support services are in place to rectify issues promptly.
- Organise, record and report on emergency evacuation procedures and fire practices.
- Ensure Fire Log is up to date and risk assessments updated annually, and that any monthly checks are recorded accordingly.
- Liaise with Fire Officer, Health and Safety Advisors and other auditors during any inspection.
- Check and maintain all fire equipment and alarms – arranging annual service on fire equipment and weekly test of fire system.
- Ensure all fire signage for routes and exits are marked appropriately.
- Identify solutions for improving school equipment security and implement where appropriate.
- Ensure the operation of the security camera system is maintained and improved where appropriate.

Utilities Management and Compliance

- Monitor energy usage and promote energy conservation in all aspects of heating, lighting and hot and cold-water consumption.
- Investigate/propose methods of reducing the carbon footprint of the academy.
- Ensure the academy meets its obligation of DEC (Display Energy Certificate) in appropriate areas.
- Ensure electrical testing (fixed wiring and PAT) standards are maintained and recorded.
- Ensure Legionella control standards are maintained and recorded.
- Arrange appropriate servicing of heating systems, boilers, air conditioning units and convector heaters and record activities.
- Manage the waste and general refuse disposal contract – ensuring the safe disposal of electrical waste under the WEEE regulations.

Contract Monitoring and Quality Control

- Select contractors and monitor quality and health and safety standards of contracts.
- Manage contractors while working on site.
- Liaise with contractors regarding annual contracts to ensure appropriate service is being offered and negotiate costs.
- Request quotes for new or existing contracts or ad-hoc works and make selection based on best value policy.

Project management

- Manage all building and refurbishment projects ensuring the identified needs of the academy are met through these projects.
- Liaise regularly with contractors (weekly meetings or more frequent) to ensure standards are being maintained and report to Business Manager on any issues/problems.
- Ensure contractor health and safety standards satisfy the academy's own health and safety policy.

Budget

- Manage allocated budgets applying the Academy's "Best Value" Policy.
- Ensure all orders placed meet the financial standards required by the E.S.F.A.
- Record and track spend from allocated budgets, liaising with Finance on ledger discrepancies.
- Update Business Manager and present 6 monthly to Finance Governors on budget progress throughout the year.

Porterage

- Provide adequate resource to meet porterage requirements.
- Liaise with Exams Office on site requirements for exam logistics (eg desks, rooms).

General Duties

- Ensure adequate contingency of essential resources (eg chairs) to ensure no break in continuity of provision.
- Ensure the team is trained in manual handling techniques.
- Ensure adequate risk assessments have been carried out and relevant provision of personal protective equipment has been provided for individuals where required.
- Provide resource to maintain academy vehicles.
- Undertake any reasonable overtime requirements (eg out of hours calls for snow clearance).
- Undertake own training as required.
- Any other reasonable duties as delegated by Line Manager

The academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the academy's Safeguarding policies and to recognise that safeguarding is *everyone's* responsibility

