**Job Description**

**Facilities Manager**

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| **Job Title:** | Facilities Manager |
| **Place of Work:** | Elizabeth College |
| **Responsible to:** | Bursar |
| **Job Purpose:** | Responsible for the management and maintenance of all Elizabeth College buildings, leadership of the Maintenance Team and project co-ordination as required |
| **Working Arrangement:** | Full-time, year-round role for 38 hours per week |
| **Remuneration:** | To be advised upon request |

The Facilities Manager is the direct Line Manager for all maintenance staff across the Upper and Junior School, including Caretakers, Maintenance Workers and Cleaning team (in-house and contractors). They will work closely with the Bursar, Perrot Court Project Manager and the Senior Maintenance Worker to deliver the below duties and responsibilities as required.

**Main duties and responsibilities**

**Personnel Management and Liaison**

* Personnel management of all maintenance staff, including probation, appraisal, and performance management
* Ensure all maintenance staff have received adequate training and take responsibility for their personal development
* Regularly liaise with the Bursar, Finance Bursar, Senior Maintenance Worker, Perrot Court Project Manager and other relevant College staff about facilities matters as required
* Oversee the co-ordination of TopDesk by the Senior Maintenance Worker
* Liaise with the IT Team and assist with IT matters as required (i.e. in the installation of equipment)
* Liaise with the HR Co-ordinator to ensure all Contractors are engaged in accordance with compliance regulations
* Be a key enabler of, and contribute to, the optimisation of College facilities used outside of school hours

**Health and Safety**

* Contribute as a member of the Health & Safety Committee
* Act as Assistant Health and Safety Officer to the Health and Safety Officer (Bursar)
* Ensure all Health and Safety matters are promptly reported and addressed where possible taking appropriate mitigation and/or reduction measures
* Assist Caretaker staff in snow and ice clearance and storm damage clearance

**Project Oversight; Planning, Procurement and Quotations**

* Collaborate with the Perrot Court Project Manager in the preparation and delivery of the Master Estates Plan
* Scope, plan and implement capital projects, involving stakeholders as required
* Identify and manage risks associated with delivery of planned capital projects
* Source and analyse procurement in support of facilities functions, liaising with the Finance Bursar as required
* Advise Bursar on quotations and procurement

Co-ordinate and oversee logistics preparations and supplies for College projects (unless out-sourced to a contractor) and communicate effectively with all project stakeholders

* Manage relationships with external contractors for all outsourced capital projects and maintenance and repair work
* Optimise the facilities budget across the College in liaison with the Bursar and Finance Bursar taking respective inputs from Principal, Vice-Principal and Headteacher of Elizabeth College Junior School (ECJS)
* Provide timely management information on the progress of projects and all work undertaken by the Maintenance team
* Provide Maintenance inputs to the College financial planning process

**Compliance**

* Check all tasks carried out by Maintenance staff are carried out to the required College and regulatory standards
* Ensure maintenance works are States’ compliant and follow UK best practice where possible
* Meet Statutory compliance requirements, completing Risk Assessments (RAs) where necessary

**Planned Maintenance, Capability Enhancements and Improvements**

* Co-ordinate all maintenance functions seeking optimum efficiency, flexibility and outputs
* Plan and deliver, whether in-house or outsourced, all additions & alterations (A&A) works, where A&A is additions to capability and/ or alterations to existing capabilities
* Prioritise any works relating to the appearance of the College, and ensure all College facilities are presented in the best possible condition
* Ensure the Planned Maintenance System is delivered on time, keeping records of all planned maintenance be it weekly, monthly or annually using software system, reporting to the Bursar monthly
* Deliver capability enhancements and improvements achieved through the A&A procedure, within the available budget as agreed with the Principal, ECJS Headteacher, Bursar and Finance Bursar
* Ensure legionella procedures are carried out in accordance with the College Legionella Policy and remaining compliant with the States of Guernsey legislation
* Arrange for the servicing and maintenance of all College vehicles
* Assume operational responsibility for the Perrot Court Car Park

**Transport Co-ordinator**

* Monitor Upper School vehicle bookings and liaise with ECJS re use of ECJS minibuses
* Ensure all vehicles are checked weekly for defects/damage and arrange repair as necessary
* Ensure all vehicle usage logs are used and kept current
* Monitor all vehicle service records ensure servicing kept fully up-to-date
* Ensure all vehicles fully prepared in line with booking requirements, especially for off-island trips
* Ensure vehicles and staff (through liaison with the Vice-Principal) are fully compliant with UK negotiations for educational use of minibuses, vans and trailers
* Co-ordinate and arrange minibus training courses for all staff
* Ensure cleanliness and adequate operation of vehicles
* Act as a Special Constable assisting the Caretakers with pupil safety matters on the roads as required
* Hold or obtain a Category D1 Licence to drive College minibuses

**General**

* Act as keyholder for all College buildings and grounds, and share responsibility for responding to out of hours alarm callouts
* Be aware of, and comply with all College policies and procedures including safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to the appropriate person
* Attend and participate in regular meetings, as required
* Participate in training (CPD) keeping required professional qualifications up to date and other learning activities as required to maintain your personal expertise in specialist areas.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Bursar. An overarching requirement is that the post-holder needs to be proactive and flexible, to communicate effectively with colleagues, and to demonstrate a customer service ethos.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.*