

Facilities Manager

JOB DESCRIPTION

Salary / Grade range	<p>Contract: Full time, Permanent, All Year Round + 5 trainings days. 25 days holiday per year, rising with service.</p> <p>Grade 7 points 26 to 30 - £34,834 to £38,223 35 hours per week (shift work). Flexible / out of hour shifts may be required</p> <p><i>There is also a requirement to work during some evening events such as Parents' Evening and other events.</i></p>
-----------------------------	---

RELATIONSHIPS

Ultimate Responsibility

To the Governors through the Headteacher

Immediate Responsibility

To the Headteacher through the deputy heads and or business manager

Main Purpose of the Job

Support the Headteacher by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school

To be the responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems

Manage other site staff including technicians, cleaners and the pupil support team

Oversee the work of external contractors on site

'Striving for excellence in all that we do.'

Headteacher: Mr S Gabriel BSc., MSc., MBA.
 St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.
 T: 0161 248 1550
 E: office@stpetershigh.com
 W: www.stpetershigh.com

Achievement
Love
Responsibility
Diversity

Main Duties and Responsibilities – keeping staff and pupils safe.

1. To be responsible for the management and recruitment of a team of in-house site and cleaning support staff and to oversee the activities of external contractors
2. To commission the maintenance of specialist sports equipment, where appropriate
3. Management and supervision of the operation of school lettings system
4. To establish constructive relationships and communication with contractors and other agencies / professionals and record performance against specified standards
5. Monitor the performance of contracts and record performance against specified standards.
6. To advise the Headteacher on matters relating to energy control and conservation.
7. To manage security / health and safety risk assessments and dissemination and compliance with health and safety policies and procedures.
8. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
9. To manage records, information and data, and produce analysis and reports.
10. Undertake budget monitoring and prepare costed plans for repairs / maintenance and building activities as required, and prepare specification for contracts for tender.
11. Take a lead role in planning, development and organisation of systems / procedures / policies.
12. Operate as part of a team involved in planning budget responsibilities.
13. To be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
14. To be aware of, comply with and ensure that all policies and procedures relating to Health and Safety, security and confidentiality are adhered to.

15. To undertake personal development to improve own practice including participating in training and other learning activities.
16. To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development.
17. To undertake any other duties that are commensurate with the grade.
18. To manage any building work and renovations.
19. To contribute to the relevant governors committee meetings as required.
20. To oversee site security.

**St Peter's RC High School
Job Description and Person Specification**

PERSON SPECIFICATION Note

to Applicants:

Listed below are the minimum requirements, which are considered necessary for the post

1. Understanding of and commitment to safeguarding
2. Significant experience working in a relevant discipline i.e. senior caretaking / site management experience in a school or similar environment.
3. Relevant qualifications or training.
4. Good numeracy and literacy skills with an ability to keep accurate records.
5. Experience of managing a budget and preparing costed plans for repairs, maintenance and other building activities.
6. Effective use of IT systems.
7. Experience of use of appropriate specialist equipment / resources.
8. Knowledge of health and safety and hygiene procedures and precautions.
9. Understanding and awareness of COSHH regulations, applying knowledge gained as appropriate.
10. Excellent organisational skills to be able to plan and deliver programmes of maintenance.
11. Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.
12. Ability to organise, lead and motivate a team ensuring training and development is provided where necessary.
13. Ability to relate well to children and adults within a School environment.
14. An ability to undertake all the physical aspects of the job.

'Striving for excellence in all that we do.'

Headteacher: Mr S Gabriel BSc., MSc., MBA.
St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.
T: 0161 248 1550
E: office@stpetershigh.com
W: www.stpetershigh.com

**Achievement
Love
Responsibility
Diversity**

15. Must be in possession of a full valid driving license.
16. Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.
17. Self-motivation and personal drive to complete tasks to required timescales and quality standards.
18. The flexibility to adapt to changing workload demands and new organisational challenges.
19. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.
20. Personal commitment to continuous self-development.
21. Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*