



Job Description

CLT SITES & FACILITIES MANAGER

Grade: JM2

Line Manager: Director of Finance & Operations

Key Contacts:

- CLT Senior Leadership Team including Director of Finance & Operations
- School Senior Leadership Teams leadership team including Director of Finance and Operations
- Clevedon School Sports Centre
- CLT Sites & Facilities staff

Responsible for:

- CLT Sites & Facilities staff

CONTEXT

It is expected that all staff agree with, abide by and promote the aims and objectives of the School within which they work and the Clevedon Learning Trust (CLT).

The Trust's vision statement is: Children, Choice, Collaboration

Staff are expected to interact on a professional level with all stakeholders and to abide with the CLT's Code of Conduct.

ROLE OVERVIEW

To be responsible for overseeing the facilities management of the estates within the Trust. Preparing and coordinating a facilities maintenance plan across the Trust sites and ensuring efficient Trust wide contracts are scoped and procured as appropriate to ensure best value.

MAIN DUTIES

1. Ensure that all schools, other buildings and land within the Trust are maintained and presented to a high standard in line with CLT Trust values.
2. Be ultimately responsible for all aspects of property upkeep, care, maintenance, security, compliance and safety, in line with statutory and regulatory requirements
3. Ensure that the sites are safe and secure at all times
4. Provide an efficient and responsive site maintenance service for all site users
5. Line manage the site premises teams and Estate managers
6. Oversee the management of the operational maintenance budget for all schools in the Trust
7. Contribute to the strategic leadership of estates management across the Trust. Examples of this are buildings compliance, maintenance plans, contractor management, Trust board presentations and vehicle fleet management.
8. Ensure that sites and premises are clean, functioning and fit for purpose and are secure when not in use.
9. Ensure that sites are compliant with the CLT Health and Safety Policy and associated legislation
10. Develop and implement relevant action plans such as risk assessments, safe systems of work, revisions to the CLT Health and Safety policy and ensure they are appropriate to the different sites.
11. Liaise with CLT nominated suppliers to ensure compliance checks are carried out on water systems, electrical systems, fire detection and prevention equipment, asbestos and others as required and as specified within the contract
12. Devise an annual maintenance programme for CLT sites, minimising the disruption to the staff and students.
13. Oversee the preparation and implementation of work schedules and duty rotas for site teams and ensure that allocated work is carried out to the required standard and within appropriate timescales
14. Ensure ad hoc requests for maintenance support are dealt with in a timely manner and provide hands on support as necessary
15. Coordinate requests for repairs across the CLT sites and authorise emergency works as appropriate within the agreed CLT procedures.

16. Liaise closely with the Headteachers of the Trust schools to ensure the sites and estates team provides the required level of service
17. Oversee the commercial letting of sites and premises and ensure compliance with CLT policies for events and activities.
18. Undertake regular audits and inspections of facilities and premises and recommend improvements where necessary and ensure that agreed recommendations are actioned.
19. Ensure that purchasing of goods and services is carried out in accordance with the Purchasing Policy in order to take full advantage of central purchasing arrangements and secure best possible value for money
20. Monitor site premises expenditure against agreed budgets across the CLT sites
21. Project manage minor site works and refurbishment programmes in line with safety regulations
22. Ensure that Buildings Management Systems, are utilised effectively
23. Monitor gas, water and electricity usage and identify opportunities to reduce consumption
24. Oversee the performance of the cleaning contract within CLT schools and resolve any individual site complaints or issues that cannot be managed locally.
25. Oversee the performance of external contractors and suppliers whilst on site and resolve any issues that cannot be managed locally.
26. Monitor the use and manage the maintenance programme of any fleet vehicles based at Trust sites
27. Provide where necessary an emergency out of hours response for CLT schools where necessary to support security contracts.
28. Be an active member of the wider Trust estates team for example by attending Trust estates team meetings and ensuring cover is provided for all sites
29. Ensure all sites are adequately staffed and cover provided during absences

DATA PROTECTION AND SAFEGUARDING

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

GENERAL

- The post-holder will be expected to undertake any appropriate training provided by the CLT to assist them in carrying out any of the above duties.
- The post holder will have access to highly confidential and sensitive information during the course of their duties and must maintain the confidentiality and security of such information at all times.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. [https://www.gov.uk/government/collections/dbs-filtering-guidance`](https://www.gov.uk/government/collections/dbs-filtering-guidance)

NOTES

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

The CLT will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post-holder must be able to drive and have a current full license (D1 License preferable).

Protective clothing will be provided where required and must be worn while undertaking relevant duties.

PERSON SPECIFICATION – CLT SITES & FACILITIES MANAGER

AREA	ESSENTIAL	DESIRABLE
Education	<p>GCSE Maths & English (Grades A-C) or equivalent standard,</p> <p>Relevant trades qualifications – such as NEBOSH (Health and Safety Qualified) to HNC level, COSSH certificates in fire safety</p>	<p>First aid certificate.</p> <p>Experience in scoping and drafting contracts for a tender process.</p> <p>Working in an educational environment.</p>
Experience	<p>Significant experience in multi-site management at a senior level.</p> <p>Experience of effective working in Site (including buildings) management systems.</p> <p>Management / supervision of staff and performance monitoring of contracts.</p> <p>Management of health and safety and experience in drafting risk assessments, undertaking audits and drafting H&S policies.</p> <p>Experience of writing maintenance schedules.</p>	<p>Experience in scoping and drafting contracts for a tender process.</p> <p>Working in an educational environment.</p> <p>Experience of project management</p>
Skills and Abilities	<p>Effective communication skills.</p> <p>Effective interpersonal skills.</p> <p>Planning and organisation skills.</p> <p>Numeracy skills.</p> <p>ICT skills and the ability to use standard Microsoft office software.</p> <p>Ability to convey advice and information clearly and concisely.</p> <p>Ability to establish and maintain effective working relationships with key contacts.</p> <p>Ability to organise and motivate staff.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to work under pressure with minimum supervision</p> <p>Ability to prioritise and multi-task.</p> <p>Ability to write and distribute work plans</p>	<p>Understanding of building maintenance and associated building systems (plumbing, electrical circuits, alarm systems etc).</p> <p>Knowledge of grounds maintenance</p>
Behaviours	<p>Strong customer focused approach.</p> <p>Professional and approachable.</p> <p>Confident at problem solving.</p> <p>Confident at following through on tasks and resolving enquiries.</p> <p>Proactive approach to work.</p> <p>Positive attitude to change.</p> <p>Working collaboratively and developing relationships with internal key contacts.</p> <p>High degree of attention to detail.</p> <p>Ability to prioritise and multi-task.</p> <p>Self-motivated and self-aware, recognises own strengths and weaknesses and is committed to personal development</p>	

Other	<p>Able to display an awareness, understanding and commitment to the protection and safeguarding of children.</p> <p>Commitment to equality & diversity and awareness of how this can be followed through as the CLT Sites & Facilities Manager.</p> <p>Commitment to maintaining confidentiality at all times.</p>	
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