

## Job Description

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<b>Role:</b>	<b>Facilities Manager</b>
Reporting to:	Hard Facilities Manager
Line Management of:	Facilities Assistants
Principle location:	Sir Geoffrey Leigh Academy

Leigh Academies Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

### Purpose of this role

To manage, within an allocated academy or number of academies, key areas of responsibility on behalf of the Estates team, whilst providing an efficient, customer-focused service ensuring a warm, safe, dry and presentable environment.

This will enable each academy to efficiently and effectively maximise facilities and resources, to achieve the best possible educational outcomes.

### Main responsibilities

Whilst working collaboratively as part of the Trust Estates team, each Facilities Manager will be responsible for key areas of responsibility listed below and is responsible for their delivery within their allocated academy or academies:

#### Hard Facilities Management

- Delivery of Statutory and non statutory maintenance;
- Ensure building utilities consumption is managed and operated in the most efficient manner
- Premises management including out of hours provision;
- Building and grounds maintenance;
- Work with Hard Facilities Managers on delivery of projects;
- Management of local and centralised maintenance contractors.

#### Soft Facilities Management

To act as the first contact for the academy(ies) relating to Soft Facilities matters and ensure that Estates deliverables are monitored and tracked, holding contractors to account (e.g. supporting with carrying out cleaning audits) and escalating (via the CAFM system) issues that require it to the Soft Facilities Manager. These contracts include, but are not limited to:

- Trust's catering contract;
- Trust's cleaning contract;
- Trust's lettings contract.

#### Compliance

Support the Compliance Manager to triage compliance matters and ensure that Estates deliverables are monitored and tracked, including but not limited to:

- Health and Safety;
- Local policies;
- Business continuity and emergency planning and management;
- Travel, transport and vehicle management;
- Environmental management and sustainability (meter readings and analysis, recycling, waste data, green initiatives).

### **Estates Deliverables**

- Health and Safety, regulatory and statutory compliance;
- Ensure the availability of Estates staff in line with the Estates Annual Leave Policy;
- To manage, in collaboration with the Hard Facilities Manager, the Computer Aided Facilities Management (CAFM) system, promoting its use with Facilities Assistants;
- Proactively support Hard Facilities Managers and the wider Estates team to ensure the Estate and its operations support educational goals effectively;
- Engage and support audit processes.

### **Communication and collaboration**

- Line management and performance management of Facilities Assistants and other Estates staff, including workload;
- To build effective, professional relationships with academy teams as well as local and central Estates teams;
- Work collaboratively with and support other Facilities Managers, both within the local area and the wider Estates team, to ensure consistency and sharing of best practice;
- Promote and monitor the use of the CAFM system with non-Estates staff;
- Supporting Trust-wide initiatives and events.

### **Budget & Finance**

- Work within the set budget;
- Liaise with Hard Facilities Manager in relation to required expenditure;
- Raise orders using the Trust ordering process.

### **Notes:**

- The postholder will be expected to comply with any reasonable request from the Hard Facilities Manager, other Estates Managers or their nominee to undertake work of a similar level that is not specified in this job description.
- Reasonable travel will be required in the post holder's own vehicle.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

#### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.