



## **Brackenbury, Kenmont and Wendell Park Partnership**

### **Job Description – Senior Premises & Facilities Manager**

Salary / Scale: PO1 (plus occasional overtime)

Hours and working pattern: 36 hours per week, full time, all year round.

Holiday to be taken during school holidays. In term time working hours will attract 9 hours paid overtime the working hours will be Monday –Friday 6.45am until 4.45pm.

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#### **Responsible to:**

The School Business Managers & Executive Head teacher

#### **Employees directly supervised:**

Site Supervisor (Brackenbury / Wendell Park)

Site Manager (Kenmont)

#### **Key liaisons:**

Groups / individuals undertaking lettings at the school

Contractors / builders

Local Authority Assets Team

Local Authority Health & Safety Team

Catering Team

IT Team

Cleaning Contractors

#### **Job Purpose**

The Premises & Facilities Manager is a crucial role in ensuring the highest possible quality of health & safety, security and sound condition of the buildings, facilities and grounds in order to sustain an outstanding learning environment for all who access each school site within the partnership. The post will mainly be based between Brackenbury and Wendell Park with some occasional support being provided to the Site Manager at Kenmont. The ability to travel between the school site is therefore a necessity of this post. As is the ability to use ICT to establish and maintain electronic records of all premises and Health and Safety documentation.

This is a key role and the post-holder will work alongside the Senior Leadership Team to develop strategic goals in relation to the sites and to implement these operationally.

## **Strategic and Whole School Contribution**

The Premises & Facilities Manager will need to demonstrate leadership skills which will enable efficient and safe working relationships with site contractors and school staff, whilst identifying issues of non-compliance with health & safety regulations and school policies. To include (utilising local site based staff) checking work completed against specification for quality and refer issues as appropriate to ensure that work is completed to a good standard and undertaken in the most safe, effective and efficient manner.

The Premises & Facilities Manager will need to:

- Work with key stakeholders to demonstrate compliance including health & safety and fire safety.
- Develop and plan to prioritise, co-ordinate and undertake a wide range of improvement and maintenance projects across the site(s) to continuously develop the learning environments.
- To recruit (with SLT), induct, train and supervise the performance management of all facilities staff, including the allocation of duties, drawing up rotas as appropriate. To ensure adequate cover in the event of absence.
- Resolve technical problems, making decisions to call external contractors for repairs and replacement parts as necessary.
- Provide advice and guidance to equipment users, so as to ensure the continuous and efficient use of school resources
- Devise, maintain and monitor the school Premises Development Plan
- Prepare termly Health and Safety report for governors.
- Co-ordinate and or organise repairs, preventative maintenance and improvement programmes
- Attend site meetings and quality assure any outside contractors' work as necessary, to ensure that resources are best utilised and the school achieves best value
- To devise and implement risk assessments for relevant areas, ie. playground, car park etc.
- Arrange for the provision of specialist materials for improvement and maintenance projects to ensure the cost-effective use of school funds in such projects.
- To escort contractors attending the site that may be pricing or completing works to ensure they are given adequate information to complete the task
- To line manage the Site team and be responsible and accountable for a high standard of cleaning by external contractors.
- To ensure the site team have knowledge of, and adhere to appropriate legislation and have appropriate training, adequate resources and monitor and report on the performance of these staff to the Head of School and / or School Business Manager
- To adhere to relevant legislation and guidance for Health and Safety including DfE and Local Authority regulations, Safeguarding and Equal Opportunities,

legionella, COSSH, PAT testing. Including keeping electronic and paper records of these

- To complete and manage each schools annual Health and Safety Audit.
- To work with the SLT and / or School Business Manager in updating relevant policies and procedures such as Health & Safety and Fire Evacuation
- To assist in reviewing and updating each school's business continuity recovery plan.
- Provide and line manage others providing effective facilities management, including grounds maintenance, gardening, caretaking, cleaning, co-ordination of resources, plan and schedule work programmers, determine priorities, review and design working practices and monitor performance, in order to ensure high standards of support services are maintained throughout the school environments.
- Maintain records of expenditure and manage any delegated budget(s) effectively.
- To manage and ensure the maintenance and following of the Premises Inspection Schedule of daily, termly and annually duties undertaken.
- Advise the School Business Manager and key stakeholders in the management and renewal of maintenance contracts, whilst ensuring quality and best value.

## **Security**

- To act as primary key holder for the school site (Brackenbury and Wendell Park) on call-outs
- Oversee and manage and maintain the day-to-day security of the school site by opening and closing premises during normal school hours and out of hours, during school holidays and when lettings take place.
- To support the Senior Leadership Team in the event of an emergency alarm during the school day
- Oversee the day to day management, testing and maintenance of security systems including CCTV, intruder alarm, fire alarm, emergency lighting, car park fobs and ID cards.
- To receive goods as appropriate and work alongside others to maintain the assets register
- Dealing with site issues and problems as they arise and address security issues in order to maintain and improve safety.
- Plan for, co-ordinate and supervise on-site contractors, to ensure the smooth operation of maintenance work on the school site.
- Escort contractors as needed during the school day to ensure adherence to the school Safeguarding Policy
- To implement (with site supervisor) visitor protocols (monitoring gates) at school pick up and drop off times
- Undertake banking requirements including carriage of monies and other items to and from banks and post offices as requested or directed by the SLT and / or School Business Manager

## **Maintenance and Site Care**

Implement and oversee the premises inspection and maintenance schedule, with support of site supervisors, which includes but is not limited to the following:

- Undertake basic general repairs and maintenance throughout whole school site including plumbing, carpentry/joinery, plastering, decorating, repairs of furnishings (including construction of furniture) and buildings, including woodwork to ensure a safe environment.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment including changing light bulbs, timers, tap washers, batteries and drains to ensure a safe environment is maintained.
- Monitor the heating and ventilation systems, dealing with matters as they arise. Maintain and monitor maintenance schedules including gas, electricity, security doors, alarm systems, and fire equipment. This list is not exhaustive.
- Oversee emergency evacuation processes, systems and equipment, including testing of alarms.
- Ensure outside areas are kept free from any hazards, including litter and animal faeces. Maintaining a clean and tidy environment throughout the school site. To keep paths, access points and entrances clear of obstructions including snow & ice to enable safe passage.
- Undertake daily general checking, cleaning and tidying of the school site. ie. cleaning floors, emptying bins, organising stores / equipment.
- Implement and undertake a schedule of regular deep cleaning i.e. stripping / polishing floors.
- Supervise the Site Care Team and regularly check the quality of their work throughout the school.
- Ensure that emergency cleaning in critical areas (e.g. toilets) is undertaken as they arise, and in particular when a health risk is deemed to exist.
- In cases of non-attendance of site & cleaning staff that would prevent normal daily cleaning taking place, the Premises & Facilities Manager is responsible for personally cleaning to ensure the areas are sufficiently clean and safe for use.

## **Lettings**

- To co-lead on hire of the school facilities with the SBM
- To take responsibility for duties associated with lettings outside of core school hours and during holidays.

To undertake any duties not listed that are commensurate with the level of responsibility of the post



## Brackenbury, Kenmont and Wendell Park Partnership

### Personal Specification – Senior Premises & Facilities Manager

	Essential	Desirable
<b>EDUCATION AND QUALIFICATIONS</b>		
1.1 A good standard of education, including English and Maths	✓	
1.2 Health and Safety qualifications relevant to the role		✓
<b>KNOWLEDGE AND EXPERIENCE</b>		
2.1 A sound understanding of H&S Regulations as they apply to Facilities Management, and how they are applied in an educational environment	✓	
2.2 A willingness to learn new skills, complete training and contribute ideas	✓	
2.3 Previous experience working within building maintenance, construction, or facilities management.	✓	
2.4 Managing and undertaking a range of maintenance related repairs and improvements	✓	
2.5 Good working knowledge of ICT, email and Microsoft skills, including ordering and record keeping	✓	
2.6 Undertaking a wide range of associated duties and responsibilities	✓	
2.7 Knowledge of building systems including mechanical, heating and electrical systems	✓	
2.8 Experience of multi-site management		✓
2.9 Evidence of managing and developing a team		✓
2.10 A sound knowledge of building cleaning standards		✓
2.11 Previous experience of working in an education environment		✓
<b>KEY SKILLS AND ABILITIES</b>		
3.1 Ability to effectively communicate all school policies and procedures, including H&S, to internal and external clients	✓	
3.2 Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date	✓	
3.3 Ability to plan ahead to deliver medium- and long-term goals and objectives	✓	
3.4 Ability to effectively lead staff	✓	

3.5 Ability to act on own initiative, dealing with any unexpected problems that arise	✓	
3.6 Ability to demonstrate good interpersonal skills to communicate with a range of clients, both internal and external	✓	
3.7 Ability to undertake building and plant repairs and maintenance	✓	
3.8 Ability to respond and manage change	✓	
3.9 Excellent time management skills	✓	
3.10 Project management skills		✓
<b>PERSONAL ATTRIBUTES</b>		
4.1 An excellent communicator	✓	
4.2 Ability to work in a discreet and sensitive manner	✓	
4.3 Ability to work effectively as part of a team	✓	
4.4 Self-motivated with drive, initiative, and a high degree of pro-activity	✓	
4.5 Has own transport and can travel between schools	✓	
4.6 Ability to show a commitment to Equal Opportunities	✓	
4.7 Willingness to participate in further training and development opportunities offered by the schools	✓	
4.8 Ability to think strategically and analytically		✓
4.9 To be aware of data protection issues		✓