



## **Facilities Manager for the Koinonia**

### **Job Description**

**Job title:** Facilities Manager for the Koinonia Federation of schools

**Responsible to:** Executive Co-Headteachers for the Koinonia Federation

**Job Purpose:** To be accountable for the overall management and the maintenance of the facilities and to ensure a high quality environment that supports teaching and learning across the three school campuses within the Koinonia Federation: St Mary Magdalene Greenwich Peninsula, St Mary Magdalene Woolwich and Christ Church East Greenwich.

This job description will be reviewed annually and will be updated when there are major changes at or to any of the campuses.

#### **Overall responsibilities:**

- To work alongside the Campus leaders and the Federation Executive Co-Headteachers in developing efficient and effective support the day to day running of the Federation.
- To work alongside the Co-Headteachers to develop the strategic improvement plan regarding Premises and all that is related, across the Federation.
- To respond promptly to directions emanating from the Leadership Team and requests from staff.
- To manage the Premises related cost centres for each of the campus to ensure best value is always sought.
- To lead an efficient and effective team of premises staff ensuring the changing needs of the Federation are met.
- Work alongside the Campus leaders and the Executive Co-Headteachers by being responsible, where appropriate, for Premises and Health and Safety.
- To delegate tasks as appropriate to other premises staff or outside contractors, ensuring Health and Safety regulations are strictly adhered to and work is monitored.
- To ensure that all high-value contracted works are subject to a tender process, producing specifications and tendering documents as required. Ensuring contractor competency prior to placing orders and monitoring works as they are being carried out.
- To be responsible for the carriage of monies to and from the campuses and the bank either directly or by other members of the Premises team.
- To assist/oversee with internal and external school events e.g. arranging room/hall furniture layouts, assembling/disassembling staging.
- To be fully committed to the safeguarding of the young people across our Federation. To promote their welfare and work within the Christian Ethos of the Federation.

#### **Specific responsibilities in regards to: Premises Management**

- To liaise with each member of Premises team on a weekly basis to ensure that the day to day maintenance, repair and cleaning of the school campuses is of a high standard.
- Manage
- To carry out half termly audits of each campus alongside the premises team member responsible for that specific campus, ensuring that the schedule of works have been completed and identifying any new concerns/works to be completed.
- To monitor the performance of the cleaning companies across the Federation and regularly liaise and give feedback to their manager to ensure buildings are clean and well maintained and that the cleaning contract is good value for money.
- Co-ordinate site support services including security, fire safety, control access, waste management and call out duties.
- To ensure that each campus is unlocked and locked at the required times on a daily basis, by delegating this task to the Premises team. To cover this duty as and when is necessary.
- To lead on and ensure that the Federation is fully prepared for its annual H&S audit from the LA including, where necessary, risk assessments are completed and checks are in place. To ensure that all actions from the audit are followed up in a timely way and report these to the Governors Premises committee.
- Attend Premises committee and other meetings where necessary.
- To manage the Federation's Premises van and minibus, including the weekly checks to ensure that they are safe and roadworthy.
- To be responsible for the upkeep of all outside areas, gardens, all weather surfaces and to ensure the maintenance of boundaries, footpaths, roads and rights of way within each school campus premises.
- To order, supervise and/or carry out repairs ensuring best value for money.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the schools and ensure that such materials are appropriately marked and signposted.
- To be responsible for ensuring the safe and efficient operation of BMS systems including all premises-related mechanical, electrical, heating services, alarm, security camera and other plant.
- To ensure premises staff are trained in order that Portable Electrical Appliance Testing (PAT) can be carried out and to organise PAT testing of electrical equipment on a rolling annual basis according to the agreed schedule.

### **Leadership and Management**

- To work as an effective team player, understanding the strengths and weaknesses of others and help to develop them.
- To plan, prioritise and organise the schedule of works needed at each campus on a regular basis so that each school functions efficiently and is well maintained.
- To contribute to the Federation Improvement Plan by writing an annual action plan outlining the key priorities for the Federation, including budget implications, in regards to Premises and health and Safety.
- To be responsible for devising, reviewing and updating the school's Business Continuity Plan through consultation with the Executive Co-Headteachers, and to ensure such procedures are clearly communicated to all staff and members of the school campus leadership teams.
- To co-ordinate any ad-hoc projects required and lead on tendering processes.
- To line manage and appraise the premises team, ensuring that they are able to carry out their roles to an appropriate standard.
- To organise and/or lead training for the premises staff, to ensure that the team are up-to-date with all relevant trainings and legislation.
- To write and present a termly report for Governors regarding premises and H&S matters.
- To lead on and be the main point of contact for audit for the Federation asset management system.

- To manage, co-ordinate and communicate with the premises hire team, ensuring that hires are able to take place as set out in our Hires Policy.
- To lead on and manage the recruitment process of new Premises staff.
- To monitor the sickness and any other absence of the Premises team.
- To hold and maintain accurate and accessible records of all maintenance and develop a robust system for ensuring periodic maintenance and inspection requirements are completed before expiration.

### **Security**

- To be responsible for the security of the premises, liaising with the Royal Borough of Greenwich, the Southwark Diocese, the Police, Smiths (alarms) and any other parties related to security.
- To ensure that the school campuses are secure and safe during periods of closure.
- To monitor the Premises team to ensure that fire call points, intruder alarms and emergency lighting are tested weekly and the results are recorded.
- To monitor the frequent checks made by the Premises team in order to know that all perimeter fences, security devices, fire appliances, CCTV and alarms are working properly.
- To monitor, report and advise the Campus leaders and Executive Co-Headteachers on all security matters.
- To act as the main key holder for any campus call outs and be the initial point of contact for buildings, grounds and maintenance security.
- To carry out practice security exercises, lock down and evacuation on at least an annual basis across the campuses.

### **Health and Safety**

- To ensure that all working practices for the Premises team comply with current legislation.
- Alongside the Premises team, provide safe access to the school campuses in the event of snow, ice or flooding.
- To have knowledge of the location of all water and gas stops cocks and mains electricity power breakers etc. across the Federation.
- To ensure that all duties are carried out in compliance with the Health and Safety at Work, Nationally and locally agreed policies and procedures.
- To ensure that all premises related risk assessments are up to date and reviewed on an annual basis.
- To plan and run fire drills across each campus on a termly basis. To report the outcomes and any recommendations to the Campus leaders, Executive Co-Headteachers and Governors.

### **As well as these responsibilities, you will:**

1. Contribute to the efficient organisation, management and supervision of school routines to ensure the harmonious and smooth daily running of the school.
2. Undertake such duties as are delegated by the Federation Executive Co-Headteachers.
3. Help foster and nurture the Christian faith and ethos within the school.