

Job Description – Facilities Manager

Reports to: Director of Operations

Department: Facilities

Work Pattern: Full time

Purpose of the post:

To manage all aspects of the School's Estate and the Premises Team to the agreed standards, ensuring a safe working and learning environment.

Responsibilities:

Security

- To have lead responsibility for the security of the premises at all times and to ensure the school is unlocked and ready for use each day, including for community use outside school hours, and that areas are secured when not in use.
- To ensure that access to specific areas is available to contractors, outside of normal hours as directed by the Headteacher / School Business Manager (SBM) and to establish (with the Director of Operations (DoO) a protocol to support out of hours contact arrangements.
- To act as the official key holder for the site.
- Manage the school's access control system and the operation of fire and burglar alarms – utilising the premises team to support this.
- Manage the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.
- Act as an emergency out of hours contact with key holder responsibilities, and organise a call out rota amongst the site team to meet the needs of the school.

Facilities Management

- Plan and direct the work of the premises team, including planning and managing shift patterns and rotas.
- Organise and proactively manage a programme of routine maintenance, re-decoration and servicing having regard to budgetary constraints, ensuring that the school's financial procedures and tender requirements are observed. Ensure all emergency maintenance is carried out and recorded promptly and accurately, engaging trade skills/contractors where necessary.
- Work with the premises team to ensure a comprehensive premises register and schedule of all works completed, to cover buildings, grounds, security, electrical, mechanical/plant, water/drainage etc.
- Carry out daily / weekly / monthly audit of all areas of the school to ensure the premises remain at the highest standards.
- Manage, monitor and develop standards, processes, training and systems to ensure the awareness of, and adherence to, current Health & Safety legislation and approved codes of practice by the premises team.
- Assist the DoO and FBD in relation to site development and capital works programmes and to contribute to the development of the school's Asset Management Plan, strategic planning and major projects.
- Direct contractors to specified work and to monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.

- Ensure contractors have appropriate DBS clearance, RAMS and insurance prior to the commencement of any work on site.
- Liaise with the external cleaning contractor's supervisor to ensure the premises are prepared and cleaned for daily school use, after school events and all external lettings. Carry out routine joint cleaning audits with the cleaning contractor manager.
- Be responsible for heating and lighting of the school premises (including maintenance and servicing of plant) and take steps to minimise energy consumption and promote sustainability across the school.
- Oversee the work of the grounds maintenance contractors and ensure that ground maintenance works are completed according to the agreed maintenance schedule. In conjunction with the Finance and Business Director (FBD) where appropriate, be proactive in planning and commissioning non-routine grounds maintenance projects as necessary.
- Ensure the playing field, playgrounds, 3G pitch and play equipment are safe and kept to the highest standards.
- In the event of adverse weather, including out of hours, coordinate an appropriate response from the premises team including the closure of the school site in extreme circumstances.
- Carry out the annual performance review of the site facilities team.

Health and Safety

- Support the review and implementation of H&S policies and procedures within the school.
- Be responsible for the proper and timely assessment of risks to health & safety, implementation of measures and arrangements identified as necessary from assessments. This is achieved by regular safety inspections of all site buildings, plant and equipment, which is then compiled into a working report. Where appropriate, bring in external experts to advise.
- Ensure daily / weekly / monthly statutory checks are carried out, logged appropriately and any remedial action required dealt with as a priority.
- Ensure all annual statutory checks, such as lift safety, asbestos management, legionella, PAT inspections are completed by appropriately qualified external contractor in a timely fashion and are logged appropriately.
- Act as the H&S lead on all operational matters in the school, liaising with the DoO and HT as necessary and working with the DoO in support of H&S audits
- To ensure the site satisfies health, safety and welfare requirements e.g. ventilation, temperature, lighting, sanitary, washing and rest facilities.
- Prepare and present information for Health and Safety meetings chaired by the DoO.
- Be responsible for maintaining an up to date library of plans, servicing and inspection schedules, statutory training and inspections relating to the site and its infrastructure.
- Be responsible for managing, reporting and mitigating risks in relation to H&S and premises issues, bringing such risks to the attention of the DoO and other senior staff as necessary. Ensure that all key risks are fed into the school's risk register as appropriate.

Lettings / Future Development

- Work with the FBD and DoO in maximising the school site for commercial use, ensuring a balance is made between school needs and lettings.
- Manage the bookings system effectively, communicating with hirers where changes to bookings are required.
- Act as the main point of contact for hirers and ensure customer satisfaction and elicit feedback on the customer experience. Deal with any problems and issues arising from lettings.

- Manage the premises team in support of out of hours events eg Open Evenings, Parents' Evenings etc. This may mean being available on site out of normal contracted hours.
- Manage the layout/removal of furniture and equipment as required.
- Ensure the building and site are secure after out of hours events.
- In conjunction with the DoO and FBD, provide support with any future development of the school site – this will require attendance at some meetings of planning groups and/or meetings between SLT/SBT and architects, contractors etc. and evaluating/managing any impact on the facilities management aspects of the school's operations.

Financial management

- Manage the facilities budget in line with best value principles for repairs and maintenance, grounds maintenance and all other premises related budgets with input from the DoO and the FBD, having regard to advice and guidance from the DfE's 'Buying for Schools' website.
- Support and advise the FBD and DoO in setting the maintenance budget and delivering the maintenance plan
- Ensure that correct procurement processes (quotations/tenders, order of goods/materials, authorisation of invoices, exercise of budgetary control, etc.) are carried out in accordance with the school's financial procedures and policies.
- Liaise with contractors to obtain competitive estimates and quotations, to monitor and verify works completed and to ensure that all obligations to the school are met.
- Review existing contracts, conducting regular reviews to ensure best value at all times. Ensure that servicing and facilities contracts are regularly recorded on the school's contract register.
- Contribute to the maintenance of the site's fixed asset register, and carry out a rolling annual audit of assets on the asset register.

Routine Tasks

- Responsibility for the general appearance of the site including removal of litter, chewing gum and graffiti, as necessary.
- Respond to all defect reports and put into action such remedial works as are necessary, working within Health & Safety parameters with regard to specific skills within the team.
- Deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment in the most appropriate manner, scheduling the attendance of qualified trade persons as necessary. Note: Under no circumstance should electrical work be undertaken by the post holder or their team members.
- Prioritise, cost and respond to requests for minor improvements works; Identify and communicate own suggestions for minor works; Cost all works to ensure they represent value for money.
- Seek quotes/estimates/tenders from recognised contractors for all repairs and development work in order to meet the standards set out in the School's Financial Procedures.
- Complete all necessary paperwork associated with orders and to check relevant invoices, checking deliveries and distributing to departments.
- Develop and maintain a stock control system for premises related items.
- Proactively manage the supply and availability of consumables and supplies (eg toilet roll, soap, etc) around the school site.
- Ensure all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records.

- Be responsible for routine checks and for arranging the servicing of the school's minibuses with the leasing company and ensure that MOT certificates are up to date.
- To be responsible for the setting out of areas of the school for specified use and to work as part of the team to ensure that any such work is carried out promptly.
- To be first point of contact for external security providers. Responding to emergency call outs on a rota basis with other site staff and in liaison with external key holders.

Training

- A willingness to undertake all relevant in-service training as required and to ensure that all relevant skills/qualifications are kept up to date.
- Responsible for training and development of premises team to ensure their fitness for role.
- Provide appropriate training to all staff on Health and safety and fire evacuation.
- Ensure training, such as MIDAS, Working at heights, first aid or fire warden training for key staff, provided by external providers, is kept up to date and recorded.

Other Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Support the school ethos and policies.
- Respect the confidential nature of information relating to the school and its students.
- Develop and maintain positive relationships with colleagues, key staff and stakeholders.
- Respect and promote the school's ethos and character values.
- Participate in the staff review and development appraisal process.
- Any other appropriate tasks as delegated by line manager or Headteacher.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.