
Manchester City Council

Job Description

School Facilities Manager, Grade 7

Loreto educational communities in England are centred in God, rooted in Christ and animated by the spirit of Mary Ward, the foundress of the Institute of the Blessed Virgin Mary. We are ambitious for our students not just in the context of academic excellence but also in the context of human possibilities, and as educators we will stretch hearts as well as minds. We will strive rigorously for the achievement of both personal and academic excellence.

The post holder will report to School Business Manager. Apart from other colleagues in the school, the main contacts of the job are: Headteacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To play a central role in the leadership and development of facilities management at the school.

To work collaboratively with all staff and parents in order to support student well being and to promote the five outcomes of Every Child Matters

To have overall responsibilities for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally

To be responsible for the effective management of the building and facilities staff and resources.

To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to.

Main Duties

1. To manage the building and facilities team effectively to meet the relevant performance standards.
2. To take a lead role on the development, implementation and monitoring of processes, procedures, policies and systems as required.
3. To provide organisational and advisory support to the Head Teacher, Governing Body and School Business Manager as appropriate, on buildings and facilities issues.
4. To ensure that the school remains at all times compliant with relevant statutory responsibilities.
5. To maintain accurate records of planned maintenance and statutory inspections.
6. To ensure suitable and sufficient risk assessments are completed for all school departments and are regularly reviewed by the relevant staff members.
7. To maintain accurate records of all school risk assessments.

8. To check that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
9. To respond appropriately to emergencies or urgent issues as they arise both within and outside normal working hours.
10. To provide written reports as necessary for the School Business Manager, Headteacher or Governing Body.
11. To maintain a record of health & safety related training for school staff and arrange training courses where appropriate.
12. To undertake and maintain up to date records of due diligence checks on contractors undertaking work at the school and to maintain up to date records of the same.
13. To have overall responsibility for effective security within the school and its environment, including emergency call-outs as appropriate
14. To support the liaison and negotiation of the contractual agreements for the school and ensure that these are adhered to by all parties.
15. To manage all on-site contractors and agency staff related to buildings and facilities ensuring they fulfil the requirements including health and safety and safeguarding and monitor their performance effectively.
16. To have overall responsibility for the management of COSHH
17. To take responsibility for ensuring that any reported faults and incidents are recorded, monitored and resolved
18. To effectively manage and monitor the budget and resources.
19. To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems
20. To manage the Buildings Management System.
21. To have overall responsibility for completion and submission of any information relating to building and facilities within the school eg; maintenance and servicing documentation.
22. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
23. To undertake personal development to improve own practice
24. To assist with pupil welfare duties including supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils.
25. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
26. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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Person Specification

School Facilities Manager

CRITERIA FOR SELECTION	ESSENTIAL	DESIRABLE	ASSESSMENT
A: QUALIFICATIONS FOR THE POST			
Level 4 or higher qualification in building services, building or facilities management or a technical trade qualification with relevant experience		✓	Application
GCSE Grade C/Grade 4 or better in Maths & English	✓		Application
IOSH Managing Safely	✓		Application
Membership of the British Institute of Facilities Management		✓	Application
NeBOSH General Certificate		✓	Application
A relevant degree level qualification or equivalent experience		✓	Application
B: EXPERIENCE			
A minimum 5 years' experience of managing estates and facilities staff and external contractors in a campus type environment (client-side or service provider)	✓		Application References Interview
Experience in managing budgets of circa £100,000 per annum	✓		Application References Interview
Experience in managing health and safety and statutory compliance	✓		Application References Interview
Experience of managing a trend based BMS.	✓		Application References Interview
Experience of the tendering process and preparation of specifications.	✓		Application References Interview
Experience of designing and managing a rolling programme of maintenance.	✓		Application References Interview
Experience of managing staff.	✓		Application References Interview
Experience of working in an educational establishment		✓	Application References Interview
C: ABILITIES AND SKILLS			

A good understanding of the management of building projects, preferably with a recognised qualification.	✓		Application References Interview
A good understanding of Health and Safety requirements, including knowledge of COSHH.	✓		Application References Interview
A good knowledge of propriety cleaning materials and equipment.	✓		Application References Interview
A good understanding of the record/information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems.	✓		Application References Interview
A good understanding of using computer based packages such as Excel and Word, and robust administration skills.	✓		Application References Interview
An understanding of the agenda around reducing energy consumption and strategies to achieve reductions.	✓		Application References Interview
Ability to keep accurate records.	✓		Application References Interview
Effective and persuasive communicator both verbally and in writing.	✓		Application References Interview
Preparedness to work unsocial hours if required.	✓		Application References Interview
Willingness to abide by the City Council's and Governors various policies	✓		Application References Interview
D: PERSONAL STYLE & BEHAVIOUR			
Self motivation and personal drive to complete tasks to the required timescales and quality standards.	✓		Application References Interview
The flexibility to adapt to changing workload demands and new school challenges.	✓		Application References Interview
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	✓		Application References Interview
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.	✓		Application References Interview
Personal commitment to continuous self-development.	✓		Application References Interview
Personal Commitment to continuous service improvement.	✓		Application References Interview

Personal commitment to the school's professional standards, including dress code, at all times.	✓		Application References Interview
Willingness to support the school's Catholic ethos.	✓		Application References Interview
Willingness to consent to and apply for an enhanced disclosure to a DBS (Disclosure & Barring Service) check.			