**JOB DESCRIPTION & PERSON SPECIFICATION**

**FACILITIES & BUILDING MAINTENANCE MANAGER**

Job Description

JOB PURPOSE

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| * To be the main point of contact for the Head Teacher, Staff and Trust for all estate related matters on site covering General Maintenance, IT and Health & Safety management
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DUTIES

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| The key duties include but are not limited to the following: **Specific DUTIES** * Health & Safety
	+ Supervising statutory, mandatory and reactive maintenance and contracted works
	+ Maintain accurate maintenance records and schedule all necessary works to ensure that all maintenance is up-to-date.
	+ Carry out daily, weekly and other scheduled checks of both building fabric and safety systems such as fire alarm drills and emergency lighting checks.
	+ Ensure as far as reasonably practical that all persons within the site observe correct H&S procedures.
	+ Review risk assessments and method statements to ensure they are to an acceptable standard working with external H&S consultants.
	+ Managing the online H&S ‘Safety Cloud’ portal, provided by Southalls
* IT Support
	+ Front-line point of contact for all staff for IT issues liaising with Focus IT support and progressing timely completion of support tickets
	+ Set up and user trouble-shooting of VC conference equipment, in conjunction with IT manager.
	+ Managing and updating users of door entry system using online portal
* Facilities Management
	+ Work closely with the Senior Management Team to ensure we remain within budgets set.
	+ Plan, document, put out to tender, recommend contractors for small alterations including coordinating trades where appropriate.
	+ Identify opportunities to reduce energy consumption and working with management, tender utilities at appropriate times and provide regular meter reading service.
	+ Monitoring supply chain operatives in the performance of their duties
	+ Tender services such as the provision of waste removal from site to minimise costs and manage chosen external providers.
	+ Support the staff in reconfiguring furniture within spaces as required for events and changes in working arrangements.
* Janitorial Duties
	+ Manage inbound deliveries ensuring they are stored and internally delivered in an appropriate manner.
	+ To undertake or organise any tasks required to ensure the site remains tidy and professional at all times including, litter, waste management, salting paths etc. A do not walk by attitude required.
	+ Toolbox-grade low level maintenance on day to day basis
	+ Maintain appropriate storage conditions for consumables, tools and unused furniture and equipment

**General Duties*** Ensuring the site operates smoothly, in all respect relating to operations and facilities- Maximising up-time for professional teaching staff.
* To perform such other duties as may be requested from time to time, commensurate with the role
* Comply with and support the implementation of all School and FLT policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**rEQUIRED SKILLs*** Basic IT set up competence e.g. installing and removing software, tracing cables in a patch panel. Direction will be given by remote engineers for more complex tasks.
* The ability to undertake basic practical tasks to a good standard eg assembling furniture, putting up display boards on walls, fixing loose door handles, painting a wall that is messy etc.
* IT competence to fill in H&S management system and an ability to maintain records on central systems.
* Ability to communicate with staff and outside contractors to get more complex building problems resolved including negotiating cost effective solutions.

**SAFEGUARDING** |
| Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check.  |

Reporting To

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| * Reporting to Head Teacher
* No direct reports or ongoing supervision to others
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| **Employee Signature:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |

ISSUED BY

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| Focus Learning Trust Issue date: September 2016  |

**FACILITIES & MAINTENANCE MANAGER**

Person Specification

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|  **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Reasonable levels of competency in IT including basic problem resolution – technical IT problems will be handled by external support.
* \* Familiarity with and experienced in working to safe systems of work
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| **Education and Qualifications** | * HNC level qualification in a building/civil engineering or related discipline (or equivalent experience). This should extend to include basic knowledge of all trades
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| **Skills and Abilities** | * Healthy fit and able to undertake physical tasks.
* Disciplined and methodical record keeping including ensuring scheduled tasks are completed
* Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
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| **Training** | * Commercial acumen
* Fire Safety awareness
* Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
 | Emergency First Aid qualification |
| **Attributes and Attitudes** | * Demonstrable experience of working as part of a team and on own initiative.
* Solving problems and taking decisions
* Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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| **Ability to Travel** | * Periodic travel between two Campus Centres: North (Aberdeenshire) and South (Alloa)
* OneSchool CPD events annually at Warwick
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Focus Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.