

**Facilities Manager**

**Job Description**

|  |
| --- |
| **Summary of the Role****Job Title:** Facilities Manager**Location:** Lichfield Cathedral School sites**Reporting Line:** Bursar and Head**Salary:** **Role Summary:** To ensure that highest standards are kept throughout all School sites, both buildings and grounds**Line Management Responsibility**Maintenance, Grounds and Cleaning staff |
|  |
| **Main areas of responsibility include:*** The highest standards in the presentation of the School in all buildings and grounds
* Accommodation, plant and equipment
* Grounds and gardens
* Telecommunications
* Housekeeping
* Personnel
* Health and Safety
* Liaison with local residents
* Security and services
* Significant input into future planning and strategic co-responsibility with Senior Management for development of premises, grounds and related matters

**Specific responsibilities include:**   **Budgetary*** Accountable for budgetary and financial controls within all facilities departments
* Consolidation of budgetary requests from all facilities departments for expenditure on premises, equipment and other related areas

 **Personnel*** Appraisal scheme for maintenance, grounds and cleaning staff

 **Estates**Through the appropriate management and deployment of maintenance staff:* Maintenance of school buildings, plant and accommodation (including staffs accommodation) in accordance with current legislation
* Establishment and supervision of planned maintenance programmes
* Maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, waste disposal
* Assisting the Bursar in the preparation of specifications for new works, extensions or refurbishments to buildings
* Principal point of contact (‘client representative’) for all building contracts once on site
* Co-ordination and liaison with other departments for refurbishment or building projects, removals

**Grounds and Gardens*** Maintenance and preparation of sports pitches and facilities
* Maintenance of grounds and gardens
* Maintenance of boundaries and roads
* Maintenance of plant and equipment
* Cleanliness of all exterior areas

 **Facilities*** Close co-operation with the Development Officer in all matters relating to the letting of facilities to external organisations
* General management of facilities including security and control systems
* Overall security of school buildings and premises
* Maintenance of the lighting and ventilation in all school buildings
* Cleanliness of all areas of the school
* Furniture supplies
* Responsible for overseeing the use of facilities at all times, including any necessary delegation of responsibility in agreement with the Bursar
* Management of change in the use of all facilities

 **Health and Safety*** Assisting the Bursar in the monitoring of the schools policy to comply with the requirements of Health and Safety legislation. This will include acting as the Deputy Health and Safety Officer within the school and as Secretary of the Health and Safety Committee. Ensure that risk assessments are carried out where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required
* The regular updating of the schools Risk Assessments and Disaster Recover plans and documentation
* Fire Officer, including the provision of effective fire detection/prevention and evacuation procedures, and liaison with local emergency authorities
* Close liaison with the Deputy Head to co-ordinate procedures in relation to the Children’s Act and associated legislation such as that concerned with the School’s boarding accommodation

In addition to the duties listed above the Facilities Manager shall take on such responsibilities as reasonably directed by the Bursar Signature of Employee:Print Name:Signature of Line Manager or Head:Print Name of Line Manager or Head:Date of Signature / Agreement:Date of review:This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

**Job Title: Facilities Manager**

**Responsible to: Bursar and Head**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills and Abilities** | * Knowledge of building services functions and the ability to liaise with relevant subcontractors
* Ability to write and report reports to a variety of bodies
* Proven project management skills
* Development and implementation of policies and procedures
* Good understanding and knowledge of Health and Safety Law
* Strong communication and interpersonal skills
* Good people management skills
* Strong IT skills
* Good negotiating skills
 | * An understanding and appreciation of working in an educational environment
 |
| **Knowledge and Experience** | * Experience in an educational setting
* Experience of carrying out maintenance work on listed buildings
* Experience of managing a team
* Experience of managing and facilities or related function
* Experience of managing budgets
* Knowledge of Local Authority and Department of Environment planning requirements
 |  |
| **General Attributes** | * Strong communication and interpersonal skills
 |  |
| **Professional Qualifications and Training** | * Recognised professional qualification e.g. RICS or Quantity Surveyor
 | * Management Qualification
* Recognised Health and Safety Qualification
 |
| **Other** | * Ability and willingness to attend work outside normal hours to respond to emergency situations
* A strong commitment to the Safeguarding of children
 |  |