

Goresbrook School

Job Description

Post: Facilities Manager

Responsible to: Business Manager

The key responsibilities of this role will be to support with the development and implementation of the strategic plan and annual Business Plan for our school. To plan and implement summer works at our school, to source contractors and obtain the required number of estimates and quotations for budgeted works/services and make recommendations, to engage with approved contractors to deliver contracted services.

You will support with the maintaining of school site to a safe standard by ensuring that all Health and Safety procedures are followed and all regulatory compliance checks are undertaken, applicable standards are met and hazards identified and remedied in a timely manner.

Professional Responsibilities

1. Premises management

- 1.1. Have responsibility for all the services which support the running of the school premises
- 1.2. Act as the principal point of contact for contractual issues with regard to premises related contracts such as those for grounds maintenance, plant maintenance and CCTV/alarm/door access. Arrange regular meetings with company management to discuss performance and any matters of concern. On termination or expiration of the contract, organise the tendering process to make a new appointment.
- 1.3. Manage, prepare and regularly review the maintenance plan for the building and grounds.
- 1.4. Manage the Site team and Letting Officer/s.

2. Reports

- 2.1. Prepare reports as required for governors and senior management. Deal with correspondence relating to facilities management issues.

Principal: Megan Harris (Secondary) Courtney Thompson (Primary)

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Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB

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3. Events management and day-to-day operations

- 3.1. Managing the promotional and business aspects of all school events in discussion with Business manager
- 3.2. Publicising the events
- 3.3. Booking locations, halls and equipment
- 3.4. Networking with industry professionals
- 3.5. Managing event budgets
- 3.6. Negotiating contracts and fees
- 3.7. Generating innovative ideas
- 3.8. Overseeing setting up of a venue and ensure it is kept up to standard
- 3.9. Create promotional activities and campaigns
- 3.10. Manage the schools facilities team members, including professional development
- 3.11. Ensure safety regulations are adhered to

4. Training

- 4.1. Lead and manage the training of the Site staff for the school. Undertake further training as required or as directed by the Business Manager.
- 4.2. Arrange appropriate training for new starters.

5. Site and Building Responsibilities

- 5.1. Ensuring all schools buildings and grounds are cleaned to agreed standards and specifications
- 5.2. Ensuring maintenance of all schools buildings, grounds and utilities, operating an agreed programme of planned preventative maintenance and making sure that repairs are properly and promptly carried out.
- 5.3. Ensuring that the grounds are maintained to a high standard
- 5.4. Keeping all schools buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly
- 5.5. Undertaking various portage and administrative duties
- 5.6. Ensuring compliance with relevant health and safety regulations and codes of practice and with due regard for the health and safety and welfare of all premises users and visitors including contractors
- 5.7. Supporting and at all times leading whole schools developments as defined in the schools management plans.
- 5.8. Keeping up to date with latest legislation.
- 5.9. Administer the lettings at the school, ensuring that applicants are screened appropriately and best use of available resources is achieved.

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- 5.10. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.

6. Health and Safety

- 6.1. Provide advice and guidance to managers and staff on building health and safety matters
- 6.2. Carry out termly inspections of the buildings and grounds, and report the findings to the next meeting of the Health and Safety Committee
- 6.3. Investigate sites related accidents and incidents and prepare reports as required. Assess and respond to health and safety hazards. Act as the school's contact for the Fire Officers and the Health and Safety Executives
- 6.4. Play an active role in fire evacuation duties. Act as a fire warden and lead the team of officers
- 6.5. Ensure that policies and procedures for the Site team are regularly reviewed and put into effect. Carry out risk assessments (preparation and review)
- 6.6. Maintain a record of COSHH assessments and monitor any new hazardous substances being brought into the school.

7. Specific Projects

- 7.1. As requested by the Principal and SLT undertake specific projects which could include, for example, forward planning exercises, investigations into energy saving and efficiency measures, service delivery options, policy options, budget savings, value for money exercises, tendering processes for school contracts etc.
- 7.2. Prepare reports for the governing bodies and senior management, and make recommendations
- 7.3. Ensure that good health and safety standards are maintained, all risk assessments carried out and reviewed, and all hazardous substances stored and used in accordance with the COSHH regulations
- 7.4. Act as the principal point of contact for premises contractual issues. Ensure that the School have all relevant insurance and legal documentation.
- 7.5. Investigate any breaches of security. Recommend ways of making improvements and act as adviser to the governing bodies and senior management teams on security issues.
- 7.6. On termination or expiration of the contracts, organise and manage the tendering process to make a new appointment.

8. Any other duties

- 8.1. Be available to work flexible hours, including early mornings, evenings and weekends, as the needs of the School dictate. Be part of the call-out rota to respond in the event of an out-of-hours emergency. Be prepared to provide cover, as required, for other members of the team.

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- 8.2. Attend weekly management meetings
- 8.3. Any other duties commensurate with the general level of responsibility of the post as directed by Business Manager.

9. Other Responsibilities

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by ULT and the School's safeguarding policy.

Special Conditions of Service

1. The post holder may be required to work outside of normal school hours on occasions, with due notice.

Performance Development

1. To take part in the School staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas;
3. To actively engage in the Performance Development Review process.

School Policy

1. To help implement school quality procedures and to adhere to those.
2. To communicate effectively with the parents of students as appropriate.
3. To follow agreed policies for communication in the school.
4. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
5. To attend directed time meetings.
6. To follow Goresbrook School policies.

Personnel

1. To work as a member of a designated team and to contribute positively to effective working relations within the School.

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10. Culture

1. Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
2. Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
3. Help develop a school culture and ethos that is utterly committed to achievement.
4. To be active in issues of student welfare and support.
5. Support and work in collaboration with colleagues and other professionals by providing support as required.

Please be aware that this post may involve both evening and weekend work. The post holder will need to demonstrate flexibility and willingness to adapt working hours around the need of the school.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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Person Specification

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• First aid qualification (or the ability and willingness to obtain)• 5 GCSEs including English and Maths, grade A*-C or equivalent	<ul style="list-style-type: none">• IOSH certification• NEBOSH diploma• Relevant degree or professional qualification• Member of the British Safety Council and/or the British Institute of Facilities Management
Experience	<ul style="list-style-type: none">• A strong background in facilities or estates management• Minimum 12 months experience of working in Facilities role or similar (worked in a supervisory position)• Excellent knowledge and awareness of UK Health and Safety legislation with a proven experience of working within the legislation.• Experience or knowledge of working in a school environment• Proven experience in budgetary control• Proven ability to establish and maintain excellent working relationships (both internal and external) at all levels	<ul style="list-style-type: none">• Proven track record of outstanding middle leadership• Experience in coaching for improvement• Experience in leading and inspiring others• Experience of using emotional intelligence to manage change effectively
Skills	<ul style="list-style-type: none">• Good ICT skills including MS Office• Excellent written and verbal communication & interpersonal skills• Good organisational skills and the ability to meet deadlines• Management skills• Ability to communicate confidently and professionally with pupils, staff and parents• Ability to work as part of team and on own initiative	

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	<ul style="list-style-type: none">• Ability to work under pressure, prioritise and meet deadlines	
Personal qualities	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• Commitment to the ethos, aims and values of the school• Respect for others in an inclusive community• Ability to build relationships, relate to students and act as a role model, encouraging positive behaviour• Proactive approach to work• Willingness to work in a flexible manner• High levels of personal and professional integrity• Attention to detail• Sound analytical, problem solving & reporting skills• Commitment to continuous professional development	

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