

Job Description for Trust Facilities Manager: Hollingworth Learning Trust

Job Title:	Trust Facilities Manager
Contract Information:	All Year Round Permanent 36.25 hours per week, 8am to 3.45pm* (30 minute unpaid lunch daily) (*flexibility available, start and finish times to be discussed at interview)
Responsible to:	COO / Academy Headteachers
Responsible for:	Cleaning Teams, Site Staff, Contractors
Terms & Conditions:	NJC , Support Staff Terms and Conditions
Salary Range:	NJC Scale Point Range 32-36 Starting scale point is based on experience Actual salary is £38,296 - £42,503 (pay award pending) Progression through the pay scale is subject to annual performance related pay
Annual Leave:	Up to SCP 33: 30 days*, plus Bank Holidays SCP 34 and above: 33 days*, plus Bank Holidays *Plus an additional 5 days annual leave after 5 years continuous service
Other:	3 months' notice period Based at Newhouse Academy and the Trust Head Office, with travel to sites as required.

Hollingworth Learning Trust Background & Vision:

We are here to make a positive difference to the lives of our children. We are not here to make the inevitable happen. Every school we work with is on a journey towards becoming 'World Class'. Our Trust is there to support this.

Our Trust exists to support school improvement and share innovation across all of our schools in order to raise standards, improve provision and unlock potential. The purpose of each school is to improve the life chances of each child regardless of ability, gender, social background or ethnic origin.

Our Central Services Support Team are a key part to us supporting schools on their journeys to 'World Class'.

Trust Values:

Our values are at the heart of what we do. We are:

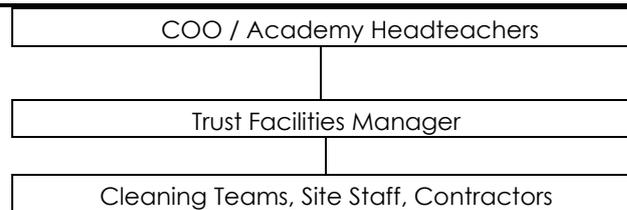
- AMBITIOUS:** We have high expectations for all of our children and staff. They deserve the best we can do.
- POSITIVE:** We believe that people and schools can improve; we always believe this.
- RESILIENT:** We make long term commitments to pupils, families, communities and schools. We never give up.
- REFLECTIVE:** We constantly evaluate what we do in order to improve. We are never complacent.
- PRINCIPLED:** We always promote equity, equality and challenge injustice. We consistently act in the 'best interests' of our pupils.

Purpose of the Job:

The Trust FM Manager will be responsible for and undertake duties concerned with;

- The security, maintenance and care of all Trust premises - including cleaning, plant and equipment
- Health and safety
- Heating, lighting, cleaning, security, maintenance, portage and other duties arising from the use of the premises, hard surfaced areas and grounds
- Sustainability Lead

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel:	Direction, support, supervision and motivation of self and any staff the post holder has line management responsibility for.
Financial:	To manage relevant budgets and to work in accordance with the financial regulations and procedures of the Trust.
Health & Safety:	The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- | | |
|------------------|--|
| Internal: | <ol style="list-style-type: none"> 1. Teaching and support staff within the Trust 2. Users of the Trust 3. Voluntary helpers |
| External: | <ol style="list-style-type: none"> 1. Parents/Carers 2. Visitors and customers (including contractors) 3. External agencies e.g. local authority, SPV |

Key Duties and Responsibilities:

- Manage the security of the premises both internally and externally including; the operation of fire / burglar alarms; acting as keyholder; and attending the premises and / or its grounds when called out.
- To ensure that the staff on site understand how to ensure schools / building and contents are left as secure as possible.
- Manage the operation, routine maintenance and checking of the heating, lighting and ancillary systems (fire alarm, firefighting equipment, sprinkler system and intruder alarm) of the premises including domestic hot water supplied and the operation and maintenance of plant. Responsible for regular maintenance checks. Timely resolution of any follow-up actions and defects reported or identified. Formulate a PPM plan for the Trust for all Academies and manage this.
- To supervise and manage other premises staff (Assistant site managers / caretakers / cleaners), ensuring that they carry out their duties to a high standard.
- To arrange for general maintenance within specialist areas such as heating, lighting and plumbing, to ensure safe and effective operation of systems.
- Provide advice on annual long term maintenance requirements to support a cost effective maintenance programme.
- Provide Academies with a lifecycle plan on buildings, fixtures and fittings and furniture for long term planning of budget and monitor & report on each Academies performance and potential issues.
- Report termly to the Trust on FM matters.
- To complete facilities and health and safety due diligence for onboarding of new schools.
- To be responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment. To undertake relevant risk assessments, policy writing and ensure compliance with all health and safety COSHH regulations.
- To provide support and training for Health and Safety Representatives of schools.
- To arrange tenders / quotes for works / services required and manage the appointment of external contractors.
- To be part of any project team on new capital projects and support any grant applications for capital projects.

- To be the Trust Sustainability Lead.
- To manage the responsibility for contractors whilst on site and ensuring that work is completed to the required standard; recording / acknowledging work completed, including making out appropriate reports as required by school / building procedures.
- Completion of any reports or records required as a consequence of school / building, Trust procedures or statutory provisions.
- Carry out checks in line with the PPM schedule, with relevant training.
- Other duties arising from the use of the premises and grounds.
- Attending training courses as required.
- Notifying the nominated person (at the relevant site) of any Health and Safety / Fire Precaution issues, including any occurrence or defect of the building and area within the curtilage of the premises, including those appertaining to the Health and Safety at Work Act, COSHH regulations etc.
- Arranging for any trust vehicles to be kept clean and MOT'd and serviced annually.
- The Trust FM Manager will be the main "keyholder" for all sites and, as such under normal circumstances will be expected to manage call-outs during school closure times.
- To ensure that all site maintenance and cleaning equipment is maintained in a safe, clean, working order.
- Ensuring that all caretaking equipment is maintained in a safe, mechanically clean, working condition or that arrangements are in place for this purpose.

Initially this role will require the post holder to lead on some tasks at Newhouse Academy, these will include:

- To be the on site health and safety representative.
- To project manage the new building; including daily liaison and weekly meetings with the Newbuild contractors; liaise with school staff on events, decant and daily operations of the school.
- To carry out Site Manager tasks at Newhouse Academy which will include;
 - Ensuring the availability of the school premises / buildings and grounds for approved activities including community use outside the normal hours. This includes the facilitation and oversight of lettings. In addition, ensuring safe access / egress to the premises and grounds in the event of snow, ice or other materials which serve to make the ground hazardous.
 - Manage portage and handy-person duties, including minor repairs (such as patch plastering, painting, basic joinery and basic electrical skills) to school premises and equipment. Any repairs, defects etc. beyond the competence of the postholder should be managed in accordance with the school / building procedures.
 - Management of cleaning of premises, furniture, fixtures and fittings as required by the nominated person on site, the school's cleaning specification (This includes emergency cleaning). Clearing of litter from premises and grounds. Removal of graffiti from surfaces.
 - Ensuring the school premises / buildings are presented in the best possible manner to the community, maintaining an attractive, clean and safe environment for all users. Ensuring occupants of the building have the best learning environment available.
 - To order and purchase premises related equipment, materials and supplies (both site specific and cleaning specific) within agreed budget.

Note: Over time as the Trust grows, this role and the duties within this job description will be kept under review – in consultation with the postholder.

General Responsibilities:

- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the Trust ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Trust.

Signed	Postholder	Date
Signed	Line Manager	Date

Information for all applicants / postholders:

Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

AMBITIOUS

POSITIVE

RESILIENT

REFLECTIVE

PRINCIPLED

CEO: Mr Darren Randle