

**To inspire, challenge and nurture for excellence.**

## **CAMPUS FACILITIES AND SERVICES MANAGER**

### **GENERAL PURPOSE:**

The Campus Facilities and Services Manager is responsible for ensuring that the School's buildings, grounds and other facilities are maintained and operated in an efficient and safe manner, and in accordance with all regulatory requirements. In addition to managing the School's Maintenance and Grounds teams, the Campus Facilities and Services Manager is also responsible for the planning and implementation of minor works projects, transport and logistics, security and HSE, catering and stores.

**Minimum Requirements:** Bachelor or higher degree in an engineering discipline or related field plus minimum 10 years of experience in a supervisory role in mechanical/electrical position coupled with appropriate professional project management qualifications.

### **RESPONSIBILITIES:**

Key Performance Area Duties and Responsibilities

#### **Facilities Maintenance and Operations**

- Oversee operations of BSJ's Maintenance, Grounds, Cleaning, Security and CCTV, Events, School Drivers and Vehicles, School Bus Service, Health and Safety, Catering Service, Campus Helpdesk and Stock Control.
- Establish short, medium and long term maintenance requirements needed to ensure that the BSJ's facilities are kept in optimum condition.
- Manage term break planning schedules to include minor projects and regulatory maintenance.
- Develop and maintain digital and hard copy records of facilities including drawings, specifications, maintenance schedules and work programmes.
- Maintain up to date, documentation of regulatory compliance checks and reports. Action any shortfalls as required.
- Liaise with internal School budget holders to plan and conduct requested improvement projects.
- Project manage, supervise and coordinate vendors engaged in approved minor works projects.
- Work with Procurement's Tender and Strategy team in the preparation of specifications and other tender documents for contracted services relating to buildings, facilities and services.
- Oversight account management of all outsourced service contracts under the Campus Facilities and Services team.

#### **Staff Management and Leadership**

- Oversee day to day staff management matters such as overtime and leave requirements.
- Determine requirements and establish staffing or contract labour arrangements to provide essential services such as security, cleaning, transport, catering, maintenance, grounds, waste disposal and recycling.
- Assist in the recruitment and selection of new staff.
- Manage staff performance including setting of annual performance plans and cyclical reviews.
- Work with HR's Learning and Development team to identify training and development opportunities for staff.
- Ensure that the Campus Facilities and Services team is customer focused and proactive.

### **Procurement and Financial Management**

- Preparation and management of operating and capital budgets under areas of control – short, medium and long term in close consultation with the school's Finance team.
- Manage expenditure within budget and in accordance with expenditure authority levels.
- In consultation with Procurement team, arrange purchase of goods and services and manage associated documentation such as purchase orders, invoice authorisation, etc.
- Identify cost efficiencies and implement improvement opportunities.

### **Health and Safety**

- Oversee the review and enforcement of general Health and Safety policies and procedures (in consultation with the School Doctor).
- Ensure effective protocols have been developed and enforced to protect those who use our facilities and those who are carrying out work on our facilities.
- Lead the conduct of investigations into incidents as appropriate and update protocols accordingly.
- Take a lead role in identifying and managing risk and safety matters relating to facilities.

### **Emergency Response and Contingency Planning**

- Advise on how the school should respond in the event of potential natural disasters.
- Maintain and update the school's Emergency Procedures Manual and related documentation.
- Ensure that all members of staff are properly briefed on their roles and responsibilities, particularly as part of their initial orientation to school.
- Advise Crisis Management response.
- Ensure the emergency communication plans and tools are up to date and fully functional.
- Works with departments in the school to ensure that regular and timely drills are conducted and performance reviewed to identify weaknesses in the systems.

### **Manage Key Relationships**

- Develop and manage positive working relationships with all users within the School community that engage with the Campus Facilities and Services team.
- Develop and maintain cooperative working relationships with key external providers, contractors and suppliers.

### **Committees and Reporting**

- Provide Campus Facilities and Services activity reports to the Business and Operations Director on a monthly basis.
- Convene the HSE Committee which meets termly, solicit agenda items and follow up on issues raised and agreements reached or actions identified to ensure that issues are addressed and resolved in a timely manner.
- Actively participate as member of the Board of Governor's Facilities Management and HSE Working Group;
- Actively participate in the Professional Manager's Team group meetings held weekly.
- Present at staff briefings, inductions and orientations as required.
- Update action plans, submission of project business cases and any other reporting as required.

The Business and Operations Director, at their sole discretion, reserves the right to vary these duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment.

**KEY WORKING RELATIONSHIPS** include, but are not limited, to the following:

- Business and Operations Director
- Principal
- Senior Leadership Team
- Professional Managers Team particularly Head of Projects (Building and Construction), Procurement, Finance, Information Technology, Medical and Human Resources
- Board of Governors
- Campus Facilities and Services team members
- Primary, Secondary and Whole School Heads of Departments
- Contractors and suppliers
- Security Officers of the Relevant Embassies (British, Australian and US)
- Relevant law, security and emergency response agencies in the region