



Job Description

Facilities Manager

MAIN PURPOSE:

All aspects of site management including lettings, security, cleanliness, portorage, monitoring contracts/contractors, routine maintenance, refurbishment, repairs, managing/administering a budget and advising the Business Director/Principal on suggested improvements to the general academy environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

RESPONSIBLE TO: Director of School Business

RESPONSIBLE FOR: Site Team

MAIN DUTIES & RESPONSIBILITIES:

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible and ensure that all legal and statutory requirements are met in respect of the occupation of the site e.g. risk assessments, fire safety, asbestos management, lettings regulations, minibuss and driver compliance, etc.
- To be responsible for the provision of a high-quality caretaking, cleaning and site maintenance service. To be responsible for ensuring a rapid and appropriate response to all requests for building and system defects. Organise a schedule of repair and maintenance work.
- To undertake repairs and DIY projects
- To create and maintain an effective site team ensuring that the changing needs of the school are met through delivering and facilitating training and development of the site staff, including undertaking performance management reviews of the team.
- To delegate tasks as appropriate to other members of the site team or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and other outsourced site related contractors, and liaise with the area manager to ensure a safe, secure, clean, tidy and well-maintained school environment
- Allocate the daily, weekly and monthly tasks for each member of the Site team, including the allocation of staff shift rota for site team to ensure Academy and letting needs are met.
- To co-ordinate quotations/estimates for goods and services, including minor repair and building improvement work etc. as required. To tender for internal & external decoration and minor repairs and improvements, as required, and raise orders in line with academy procurement procedures.
- Be responsible for the management of major building works and projects e.g. new developments. To act as the link between all relevant stakeholders and the academy to facilitate implementation of new projects.

- To carry out ad-hoc and planned environmental assessments to ensure that the academy environment is maintained to a high standard. To carry out routine inspections of the premises with the Business Director/Building Inspector/Trust Inspectors e.g. condition survey, suitability survey.
- To be responsible for the efficient and effective provision of all premises services within the allocated budget, following procedures in the academy finance policy.
- To provide professional advice to the Director of School Business in relation to the maintenance of the Academy site.
- Be a qualified member of the Emergency First Aid Team; carry out emergency first aid for students, staff and visitors. Record first aid treatment given in line with academy procedures.

SPECIFIC DUTIES:

Lettings

- Manage and monitor effectively the lettings of the site, including all rooms and external areas. Through the Site Team, ensuring that there is sufficient security and staffing available for any function or lettings.

Admin & Finance

- To oversee an inventory/asset register of premises plant and equipment and arrange for the maintenance of such items. To arrange for the repair and replacement of furniture and fittings.
- Place orders, via the finance team, for items of housekeeping ensuring stock levels are maintained
- Order repairs and maintenance items in liaison with the Business Director
- Maintain a log of all inspections and checks carried out
- Establish and maintain a list of repairs / improvements
- Establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- Maintain all tools and equipment in good repair and arrange for the training of members of the Site Team on their safe use
- Ensure mechanical equipment is inspected prior to each use
- Ensure power tools are inspected before use and are PAT tested as required
- Liaise with Business Director regarding all tenders and quotes
- Carry out regular H&S inspections and Risk Assessments on his/her own and with the Business Director
- Report team members absence to the Business Director
- Provide Business Director with updated Buildings report

Fire & Security

- Be nominated contact for emergency and security services e.g. intruder and fire alarm
- Be responsible for the security of the site, liaising with the Local Authority, Security/Police and other emergency services in this respect as necessary
- Be responsible for locking up the school during term time, weekends and holidays and for the unlocking and locking of the school during school closure periods.
- Ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- Check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms

- Ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- Monitor, report and advise the Business Director on all security matters
- Be aware of all out of hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
- Act as main keyholder for the school on call-outs

Health & Safety

- Set and monitor the school heating and hot water system
- Undertake energy and water reading on a weekly basis, looking into and negotiating contracts for all energy suppliers
- Monitor the condition of the site buildings and grounds to ensure that appropriate standards are achieved
- Ensure that all preventative planned maintenance is carried out timeously
- Ensuring all contractual work is carried out effectively, reviewing outcomes, to ensure value for money
- Ensure that all working practices for the Site Team comply with current legislation
- Provide safe access to the school in the event of snow, ice or flooding
- Maintain a register of Risk Assessments for operations undertaken by the Site team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
- Ensure that the Site Team use equipment in a safe manner and are appropriately trained.
- Ensure that a register of all hazardous chemicals in use on the site is developed and
- Maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
- Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
- Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
- Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
- Continuously monitor compliance with health & safety regulations.
- Ensure that the fire alarm is checked weekly and a record of the test maintained.
- Ensure that the emergency lighting is checked weekly and a record of the test maintained.
- Ensure that the firefighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.
- Ensure the site is checked weekly for any possible health & safety hazards.

Organisation Responsibilities

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies

OTHER RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the academy; observing that the academy is a Church of England Academy.

- Appreciate and support the role of other professionals, teachers and support staff
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the academy with courtesy and consideration
- Present a positive personal image, contributing to a welcoming academy environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

NOTES:

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Staff in schools' work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

Signed..... (Post Holder)

Date.....

Signed..... (Principal)

Date.....