

Estates and Health & Safety Manager

Job Description

Job Details:

Title:	Estates and Health & Safety Manager
Reporting to:	Headteacher
Responsible to:	Headteacher
Hours:	36 hours per week (all year round)
Grade:	Point 29-31

Job Description:

Purpose

To work with the Headteacher in achieving the School's mission, vision and modelling and supporting the School's values.

Responsible for the management of the site, its assets and facilities, including cleaning, maintenance, security, sustainability and health and safety.

Key accountabilities:

- Lead and work closely with the Facilities Assistants and team of cleaners to ensure that the School site is safe, well maintained and is welcoming to the young people, employees, parents, the community and other visitors and users.
- Ensure the site is one that provides a high quality learning environment, with the resources and facilities that supports learning and teaching.
- Ensure that the School is one that the local community can be proud of and where parents would choose to send their children.

Operational accountabilities:

Management and maintenance of estate, premises, buildings, equipment and resources:

- Carry out regular tours of the School site to identify maintenance issues.
- Develop a maintenance programme including repairs and redecoration.
- Liaise with employees, contractors and suppliers etc. as required.
- Ensure contractors and the facilities team complies with asbestos register and all health and safety regulations.
- Check safeguarding procedures are adhered to with outside contractors.
- Ensure the alarm system and procedures are adequate to provide security of the School's assets.
- Ensure the site is secure and well lit.
- Ensure there are procedures to deal with people causing a nuisance on site.

Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- Carry out regular tours of the School site to identify security issues.
- Provide information when required on the state and condition of the School's assets such as furniture, fittings and the fabric of the building.
- Carry out supervisory duties of the facilities team including performance management process.
- Monitor the refuse contract to ensure that the site is free of rubbish and that a full recycling service is offered.
- Ensure the necessary checks for legionella are undertaken and the relevant logs maintained.
- Ensure contractors are complying with the agreed arrangements in respect of personal hygiene, water management etc.
- Monitor work carried out on the grounds.
- Ensure the grounds are welcoming, safe and clean.
- Ensure there is adequate signage to assist all users of the site.
- Make maximum use of water and energy, ensuring that savings, where possible, are put into place. Monitor the use of the facilities and energy both during the day and evening to ensure it's as efficient as possible.
- Ensure that the mini-buses are well maintained and procedures are in place for their use and safety.

Health and Safety:

- Ensure that all facilities staff receive training relevant to their roles.
- Ensure the School's Health and Safety Policy is fully complied with.
- Chair the Health and Safety Committee setting the agenda, ensuring accurate minutes are kept and following up required actions, in liaison with the Governor with H&S responsibility.
- Ensure that a register is kept of all tasks completed that relate to health and safety.
- In liaison with the relevant areas and technicians ensure the annual health and safety checks are carried out on curriculum equipment.
- Monitor traffic on site to ensure it is safe for users.
- Assist with the annual risk assessments around the School.
- Ensure the annual portable appliance testing is carried out.
- Ensure that the current health and safety regulations are complied with. Checking that the site is clear of hazards. Recording and reporting any health and safety incidents.
- Ensure users of the site are aware of health and safety issues, including contractors.
- Carry out regular tours of the site to identify any health and safety issues.
- Ensure the designated checks on the fire equipment are carried out and annotated in the relevant files.
- Ensure that the site is accessible to all users and be aware of those with special needs, especially in respect of emergency evacuation.



Cleaning Supervision:

- Ensure that the team of cleaners is deployed in the most effective way to maintain a clean and safe environment for all students, staff and visitors.
- Responsible for ensuring that the standards of cleaning are maintained in accordance with agreed guidelines
- Arrange appropriate training and support for the cleaning team, ensuring training is up to date and they are compliant with all necessary health and safety procedures
- Ensure all cleaning equipment is well maintained, and all stock is monitored and ordered as required
- Plan the out of term cleaning programme ensuring an effective deep clean takes place as appropriate

Administrative, Record Keeping and Monitoring:

- Ensure all relevant documentation, assessments, logs and registers are accurate and kept up to date.
- Prepare requisitions for goods, services and equipment repairs that relate to facilities.
- Deal with any enquiries relating to facilities.
- Ensure that the holiday cover for staff is adequate.
- Attend and participate in relevant meetings.
- Monitor the performance of the Facilities Assistants, Cleaners and Mid-day Supervisor.

General requirements:

- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To work at all times with a customer focused, best value approach, always considering the most efficient and effective way of working

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

05/02/2019

Name of post holder:



Signature of post holder:

Signature of Headteacher:

Date:



Estates and Health & Safety Manager

Person Specification

In support of the School's vision and values		Essential	Desirable
1.	Ability to forgive and forget and to start each day afresh.	✓	
2.	Ability to demonstrate consistent behaviours that reflect the School values, and be committed to supporting the students and the home-school agreement.	✓	
Qualifications/ Training/ Competences			
3.	IWFM qualification, NVQ4 or Degree or equivalent qualification in Building or Facilities Management, or DSBM.	✓	
4.	Be working towards or already achieved a nationally recognised Health and Safety qualification.		✓
5.	Excellent numeracy and literacy skills.	✓	
6.	Member of IWFM.		✓
7.	NEBOSH certificate level or above.		✓
Experience			
8.	Experience of facilities and estates management.	✓	
9.	Experience of working with a range of contractors.	✓	
10.	Experience of designing and managing a rolling programme of maintenance.	✓	
11.	Experience of managing cleaning, security and grounds maintenance services.	✓	
12.	Experience of managing a team.	✓	
13.	Experience of working in a school/ academy or other educational based background.		✓
Knowledge			
14.	Knowledge and understanding of all issues relating to site management.	✓	
15.	Knowledge and understanding of Health and Safety requirements.	✓	
16.	Knowledge and understanding of energy management systems and the ability to use IT to manage these systems.		✓
Skills			
17.	Ability to build and maintain effective working relationships with colleagues, pupils and wider community.	✓	

18.	Ability to communicate effectively in writing and orally with a wide variety of people.	✓	
19.	Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	
20.	Ability to maintain efficient record keeping systems.	✓	
21.	Excellent organisational skills and ability to prioritise own workload.	✓	
22.	Ability to work to deadlines with minimum supervision.	✓	
23.	Displays commitment to the protection and safeguarding of children.	✓	
Personal Qualities			
24.	Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues.	✓	
25.	Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	✓	
26.	Flexibility to adapt to changing workload demands and new challenges in the School.	✓	
27.	Personal commitment to continuous self-development.	✓	
28.	Personal commitment to culture of continuous service improvement.	✓	
29.	Personal commitment to the School's professional standards, including dress code.	✓	
Special Circumstances			
30.	Occasional attendance at meetings outside normal hours.	✓	

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements.

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
Knowledge/Experience/Qualifications/Training, etc		
1.	Experience of working in a similar role in a school/ academy.	Application form/ Interview



March 2019

Dear Candidate

Post of Estates and Health & Safety Manager

Thank you for your interest in the post of Estates and Health & Safety Manager with Audenshaw School. The school first opened in 1932, and our core values reflect our respect for tradition and our forward thinking ethos. We are proud of what our boys achieve, both academically and in sports, arts and the wider community.

We are seeking an Estates and Health & Safety Manager to lead our facilities and cleaning teams, managing the estate and ensuring it is fit for purpose at all times and that the school is clean and safe for students, staff and visitors.

To allow us to consider your application fully, we are requesting that you pay particular attention to Section 8 of the application form. You should use this section to address each point in the person specification, detailing how you meet the criteria and giving clear, specific examples which demonstrate the impact you have made. Ideally, your supporting statement should be between 1 and 2 sides of A4 to show sufficient detail.

Please contact the Human Resources team on 0161 336 2133 should you have any queries about the application process, or should you wish to discuss this post in more detail. Alternatively, email recruitment@audenshaw.tameside.sch.uk and we will respond to your queries. Visits to the school are welcome, and you should use the same contact details to arrange a time to visit.

I look forward to receiving your application in respect of this post, and thank you again for your interest in working at Audenshaw School.

Yours sincerely

Deborah Patel
HR Manager