

**JOB DESCRIPTION**

**FACILITIES MANAGER**

**Post Grade: 10 (Subject to moderation)**

**Accountable to:** The Headteacher / Governing Body

**Immediately Responsible to**: The School Business Manager

**Persons line managed**: Assistant Site Manager/ Caretaker and Cleaning Staff

**Special Conditions of Service**

The working week will be 37 hours for the management of the site, worked between 8am and 4:00pm. There will be occasions when the Site Manager will need to cover the Asst Site Manager or Caretaker for holiday and sickness leave and this will require shift cover.

**Purpose and Objectives of the Post:**

The Facilities manager will be responsible the building management system which will be pivotal to the smooth running of the school building. They are also responsible for the building aspect of health and safety within the school, maintenance and cleaning of the premises, project management of works during school holidays and appropriate budgets.

**Relationships (internal & external)**

The postholder will be expected to maintain excellent relationships with all of the following:-

Staff, outside agencies including contractors, suppliers, governors, parents and pupils

**Control of Resources:**

* Service and Preventative Maintenance Budget
* Cleaning Materials, Equipment and Supplies Budget
* Site Staff Budget
* The postholder will be a keyholder

Duties and responsibilities will include:

**Building Management**

* Research and implement the installation of a building management system, taking overall responsibility for ensuring suitability for data capture, management and future usability for the school. Using this system to fully understand the costs of the management of the school and identify potential cost savings/improvements
* Have overall responsibility for the day to day utilisation of the building management system ensuring all records are maintained and items actioned and recorded
* Manage the preventative maintenance of the school building ensuring that all aspects of the school building are checked and reported on based on the schedule of requirements. To then commission the appropriate works and repairs ensuring compliance
* Responsible for the legislative maintenance of the building using both external contractors and in-house staff, recording activities within the building management system and to address any areas of concern.
* Record and monitor utilities on site

**Resource Management**

* Responsible for the preventative and legislative maintenance budget
* Responsible for the site staff budget
* Responsible for the cleaning materials and equipment budgets
* Manage and direct the Asst Site Manager, Caretaker and Cleaning Team ensuring that the school building upholds high standards of cleanliness and hygiene at all times

**Security**

* Management of the security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures.
* Management of the fire fighting and alarm equipment and undertaking procedures relating to this responsibility, including weekly checks of fire equipment including fire doors, fire extinguishers and emergency lighting.
* Responding, as an approved key holder, to emergencies outside school hours.
* Management of digital door security, locks and getting keys cut.
* Monitoring school property through the use of CCTV

**Health and Safety**

* Ensure that all relevant testing and inspection activities are completed and recorded including Legionella Management, Asbestos, Fire Alarms, Emergency Lighting etc
* Develop and review premise risk assessments
* Responsible for the management, review and update of COSHH risk assessments for the school.
* Assist in the development and review of school health and safety policies and to disseminate changes in legislation that could impact the school
* Undertake analysis of incidents where appropriate and supporting the Business Manager in the recording and reviewing of them. Identifying corrective actions and implement them.
* Ensure site staff and contractors comply to relevant HSE legislation and school policies whilst visiting or working on the school site

**Maintenance**

* Daily monitoring and reporting on the state of repair of the site.
* Signing clearance documents, when appropriate.
* Monitoring and reporting on the grounds maintenance contract.
* Where appropriate, carrying out repairs and maintenance work consistent with a trade background i.e. basic plumbing, joinery and painting as required of a handyperson.
* Plan and organise the deep clean of the premises during school closures with the Assistant Site Manager
* Provide portering to support the departments and activities within the school

**Lettings (supporting site team)**

* Monitoring lessees and other external users of the site to ensure safe and appropriate use.
* Monitoring the site to ensure that the premises are secure
* Liaison with the external operator of the Sports Facilities

**General Management Duties**

* Plan and develop projects with the School Business Manager and then project manage the multidisciplinary works to ensure all works completed to ensure the safe opening of the school
* Ensure that all paperwork associated with the work of the Site Manager is accurately completed and where appropriate systems are updated
* Investigate complaints or incidents relating to the site staff prior to escalating with the School Business Manager
* Interview applicants for the recruitment of site staff
* Manage staff absence and undertake return to work interviews with staff
* Train new cleaners and other staff (where required) in cleaning methods, COSHH, correct use of equipment and other safe working practices
* To be a qualified first aider

**General Requirements**

* Effective liaison with the School Business Manager should be maintained ensuring good communication of relevant information
* Support and contribute to the school’s responsibility for Safeguarding students
* Work and support the school’s vision and current objective as outlined in the whole school Development Plan
* Adhere to the policies as set out by the Governing Body
* Foster positive and courteous relations with the wider community
* Maintain high professional standards of attendance, punctuality, appearance and personal conduct
* Any other duties, from time to time, as determined by the Heateacher, or his, or her representative which may be deemed to be responsible for a senior leadership role within the school, in consultation with the post holder.
* To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.