

JOB DESCRIPTION

TRUST DEPUTY FACILITIES & CLEANING MANAGER

FULL TIME (37 HOURS PER WEEK) (SOME WEEKEND)
ALL YEAR ROUND

Reporting To: Head of Facilities Team

Salary / Grade: Academy Range 7

Role Purpose:

- To lead and direct the work of the Facilities Officers of the Turner Trust
- To manage the cleaning of all of the Turner Schools premises, buildings and grounds.
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

Responsibilities:

Facilities:

- Manage and hold the Facilities Team's accountable to their day to day and weekly tasks by utilising the 'Every' CAFM System, where appropriate, assist with planned preventative maintenance, ad-hoc repairs and undertake works to the schools buildings and grounds utilising.
- To ensure performance management of the facilities and cleaning team takes place in line with the Trusts appraisal cycle
- Responsible for ensuring the effective induction of all cleaning and facilities takes place and that facilities officers understand the Facilities Officer charter.
- To share the lead with the security of Turner Schools premises, buildings and grounds, including frequent routine and non-routine patrols and inspections of the roadways, car parks and cycle racks, perimeter fencing and gates;
- Assist with ensuring that the security systems including the fire alarm, intruder alarm, refuge call alarm, CCTV and door alarms and firefighting equipment remain fully serviceable and in date for testing.
- To assist with Fire Officer duties and take control of the Facilities Officers in the event of an incident.
- Have full knowledge of emergency procedures and be familiar with main contacts and ensure the Facilities Officers remain fully informed of any changes
- To maintain a health and safety culture by spotting and rectifying hazards and following correct procedures;

- To act as key holder for the Trust's premises during out-of-hours for alarm activation including providing access to the sites during out of hours when requested.
- To supervise all onsite contractors and ensure that the quality of work is of a high standard;
- To undertake regular levels of inspection to ensure compliance and regular housekeeping is maintained such as litter picking.
- To assist the Trust Head of Facilities with overseeing projects and works on the sites
- Assist and maintain key signing systems and other administration systems;
- Appraise, and professionally develop the Facilities Officers for their roles.
- Responsible for ensuring that the trust's vehicle fleet is fully maintained, safety checked, road legal and available and that all necessary documentation is recorded effectively to monitor this.

Cleaning/Housekeeping:

- To manage the team of cleaners keeping staff motivated and each site covered
- To recruit new cleaning staff when needed and liaise with agencies to cover vacancies in the interim
- To ensure that the Trust buildings and grounds are clean
- To ensure that each site is well presented and the best it can be on that given day
- Deal with staff absence deploying existing staff to cover where necessary
- To plan and implement deep cleaning during school holidays
- Keep cleaning supplies properly stocked and accounted for
- Manage the contracted support and ensuring best value for money and service
- Deliver a robust training programme to the team
- To be prepared to assist with cleaning activities when operational needs arise
- Develop and maintain a culture of Health & Safety embedded throughout the teams

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the regeneration of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;

- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.

Qualification/Experience Criteria:

- Experience of leading a multi-disciplined team
- Hold a qualification in, or willing to be trained in one, or a multiple of, the following skills:
- Electrical installation (to Edition 18), Plumbing, Painting & Decorating, Carpentry and Grounds Maintenance (including synthetic surfaces)
- Experience of working with, or willing to be trained in the use of Computer Assisted Facilities Management Software (CAFM)
- Hold a Full UK driving licence or equivalent.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance development process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Senior Leadership Team not listed above;
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....

DRAFT