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**Job Description – Facilities Manager (FM)**

**Job Title:**

Facilities Manager (FM)

**Responsible to:**

Headteacher and the Governing Body of the JWJS

*The Facilities Manager must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. The Facilities Manager must maintain appropriate professional boundaries and respect the unique position of trust as the Facilities Manager at all times.*

**Purpose of the Job:**

To be responsible for the security, caretaking and general maintenance needs of the premises to ensure the school is a safe and secure environment for pupils, staff and visitors and presented to a high standard.

The hours of work are 37½ hours per week (7½ hours per day) . Working hours may be subject to variation and call-out at weekends and unsociable hours will be necessary from time to time.

**Scope for Impact:**

Support staff in schools make a strong contribution to ensure the smooth operation of the school on a daily basis. They are able to assist senior leaders and other members of staff with administrative and supportive tasks.

To provide excellent welfare support so all pupils feel safe, secure and happy at our school.

To support and be involved in the constant development of the school in all areas and aspects.

**Key duties and responsibilities:**

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|  **MAIN DUTIES AND RESPONSIBILITIES** |
| * Complete applications for CIF bids after constualtion with school leaders.
* The post holder is likely to possess extensive general buildings experience. A range of practical skills, including plumbing, carpentry, plastering, carpet fitting, tiling and re-decorating is important. The post holder will have sufficient experience of building trades to be able to identify problems and undertake a range of minor works, maintenance and repair work and/or supervise contractors to carry out such tasks.
* A thorough knowledge of related Health & Safety Regulations including: COSHH, asbestos, water hygiene, fire risk assessment etc and how they apply in a school environment is essential.
* Complete any submissions to the ESFA that relate to the school site and facilities.
* To keep an up to date electronic asset register.
* To project manage any building/repair work that has to be completed within the school by external contractors.
* Maintain the security of the premises (including times for lettings which may be during evenings and weekends, for which overtime will be paid).
* Carry out a morning check of the site to ensure it is clean, tidy and ready for use.
* Perform a morning check of the site for health and safety compliance, i.e. to identify potential hazards and report or rectify immediately.
* To provide a weekly update of Health & Safety matters (either verbally or written) to the Headteacher.
* To meet with designated governor to discuss termly Health & Safety site checks.
* Undertake general repairs and maintenance around the school, inside and out, including decorating, general repairs and woodwork, to ensure the site is a safe environment for pupils, staff and visitors.
* To be involved in the management and maintenance of the ongoing Buildings and Premises Plan including scheduling work in conjunction with the Headteacher, Deputy Headteacher and Business Manager, provision of competitive quotations in line with the School’s Finance policy and best practice guidelines, booking of contractors and supervision of works.
* To undertake PAT (portable appliance) testing on school equipment as required (training will be provided).
* To ensure that routine maintenance service checks on all serviceable equipment are carried out, i.e.: boilers, air condition units, firefighting equipment, lightning conductors, etc. Results will be recorded and that all regular risk assessments carried out by external companies, e.g.: Legionella checks, are booked in good time, monitored and results are acted upon when necessary.
* Check contractors’ Risk Assessments, ensure asbestos register is read, signed and actioned if required for any contractor work.
* To supervise termly fire drills and log. Carry out fire alarm testing (weekly), emergency lights testing (monthly), inspection of fire extinguishers (periodically) and regular inspection of fire exits.
* To liaise with external cleaning company supervisor with regard to cleaning requirements/issues.
* Carry out emergency cleaning, where required, in critical areas (e.g. toilets, playgrounds).
* The replenishment of soap, towels, toilet paper to all lavatories, sinks and communal areas on the site, as necessary.
* Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. Also to keep paths, access points and entrances free of snow and ice to enable safe passage.
* Maintain adequate supplies of consumables e.g. toilet rolls, paper towels, soap, light bulbs, batteries and salt, requesting re-orders when necessary to meet the establishments needs.
* Take monthly meter readings for water, gas and electricity, maintaining accurate records.
* To ensure appropriate levels of heating by managing and monitoring the school boilers on a day to day basis to meet the establishment’s needs. Liaise with external vendors regarding maintenance of the system.
* Act as key holder for out of hours contact (where appropriate), to ensure any problems are dealt with quickly and efficiently.
* To action items in the Facilities Manager’s Request Log.
* To keep computerised records using Microsoft (Word, Excel) and use Outlook and Explorer as required.
* Undertake project work as directed by Headteacher.
* To be responsible for school signage, information and Health and Safety matters.
* To liaise with external landscape gardeners.
* To put out and put away tables and chairs and other furniture as required.
* To assemble and move staging as required.
* Coordinate, purchase, repair and maintenance of furniture and fittings.
* Facilitate lettings and carry out associated tasks, in line with local agreements.
* To undertake training and professional development as relevant to the post, as agreed by the Headteacher.
* To undertake other duties appropriate to the post that may reasonably be required from time to time.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Manage behaviour effectively to ensure a good and safe environment.
* Fulfil wider professional responsibilities.
* To ensure that school policies are reflected in daily practice.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* Maintain confidentiality at all times.
* Understand the importance of sharing values.
* Recognises health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.

*These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.* |

**Person Specification**

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Hold recognised training/qualifications associated with premises management
* The ability to understand and apply regulations such as health & safety, manual handling, COSHH, water hygiene, lone working, asbestos, fire regulations procedures and responsibilities
* Risk Assessment experience/qualification
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| **EXPERIENCE** | * Experience of working for senior school staff / Headteacher.
* Staff management experience.
* To be able to use small industrial, electrical and mechanical equipment
* Competent at basic building repairs and maintenance
* The ability to operate and understand electrical/mechanical systems
* Significant experience or skills in a trade
* Must have experience of working as site/factilities manager in another school environment.
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| **Philosophy & Behaviours** | * A positive approach, encouraging pride in all aspects of school life
* A commitment to learning about learning
* A commitment to developing independence and creativity
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| **SKILLS AND ABILITIES *(incl. Personal Skill)*** | * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
* Good communication skills
* Excellent numeracy and literacy skills
* Good IT skills
* Sound planning and negotiating skills
* Ability to manage own time effectively and demonstrate initiative including establishing priorities
* Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests.
* Able to recognise and deal with emergency situations
* Ability to be flexible and work as part of a team or individually as required
* Ability to contribute to the life of the school
* Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies
* Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely
* Commitment to equalities and the promotion of diversity in all aspects of working
* Confidence and ability to ask questions relating to achieving the task
* Ability to retain and use a range of new information.
* Willingness to attend training courses which help you in your current role and develop your potential for other roles
* Report-writing skills and ability to draft correspondence
* Ability to take a proactive approach.
* Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements
* A good team player
* Reliable & Punctual
* Good sense of humour
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| **KNOWLEDGE**  | * Knowledge of financial/ordering/monitoring procedures as required
* Knowledge and expertise in minor maintenance and repair
* Understands and able to apply Health and Safety procedures relevant to the job such as:
	+ Manual handling
	+ Safe use of machinery and/or equipment
	+ COSHH
	+ Asbestos
	+ Lone working procedures and responsibilities
	+ Water Hygiene
* Able to recognise and to deal with emergency situations.
* Will need to undertake training to keep knowledge up to date
* Awareness of equalities and diversity issues – respecting the needs and views of other people.
* Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety
* Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting
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| **Other requirements** | * Commitment to own professional development.
* Commitment to effective practice within an inclusive environment
* Prepared to undertake training relevant to the post
* Ability to develop positive relationships with pupils, staff, parents and outside agencies
* Commitment to all aspects of equal opportunities in principle and in practice
* Personal motivation and drive, together with good interpersonal skills in order to liaise with pupils, colleagues and external contractors
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