



**JOB TITLE:** Facilities Manager

**SCALE:** Kent Range 10

**RESPONSIBILITY TO:** Head of Operations

### **RESPONSIBILITIES AND DUTIES**

- Responsibility for all aspects of The Beacon's facilities management and premises staff to ensure the maintenance, cleanliness, safety and security of the school buildings and grounds at all sites.
- Contribute towards school decisions regarding the development and improvement of the premises and strategic planning for whole school growth in coming years.
- Develop and manage a plan for facility usage outside school hours, in terms of both income generation and safe, efficient and high quality provision.
- Understand the integral purpose and impact that the department has in the overall functioning of the school across all sites.

### **Principal Duties and Responsibilities:**

#### **Leadership**

- To be responsible for the line management of all premises staff, to include participation in their recruitment and selection, appraising their performance, identifying their training needs and coaching.
- Preparing work rotas covering daytime, evenings and weekends to ensure that the site is adequately covered for maintenance, security and lettings.
- To review heating, electricity and water usage and to advise the Head of Operations on proposals for energy saving methods.

- In conjunction with the Head of Operations to negotiate with service providers, contractors and suppliers to ensure best value is obtained and that approved works are completed in accordance with procedures, specification and timescale and within budget limits.
- In conjunction with the Head of Operations, decide whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the business manager and in accordance with the finance scheme of delegation.

## **Facilities Management**

- To ensure the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, including ensuring the completion of all annual portable appliances testing, monitoring and recording of meter readings/returns as required. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
- Ensure standards of cleanliness are high, involving the reviewing of standards and recording the reviews for future reference.
- To be The Beacon's link with contracting staff, contribute to specifications, monitoring and review of all major contracts and services and to undertake appropriate administrative processes for specifying and letting minor contracts in accordance with established guidelines.
- To draw up maintenance schedules and monitor set routine programmes of work for cleaning staff, premises and grounds maintenance staff to ensure consistently high standards of decoration, hygiene, cleanliness, upkeep and safety of all school buildings and premises within agreed budget and timescales.
- To be responsible for the upkeep of gardens, car park, all weather surfaces and to ensure the maintenance of boundaries, footpaths within the school premises.
- Ensure all necessary site based risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- In conjunction with the Head of Operations, agree all planned and ad hoc maintenance and upkeep of the premises and equipment including the required safety checks. To liaise with contractors as required. This includes the collation of the necessary certification and inspection records.
- Ensure all routine safety checks around the school are undertaken, whilst maintaining accurate daily, weekly and monthly logs of site checks, school vehicle maintenance, hydrotherapy pool checks, fire safety, hazardous chemicals, legionella and boiler and plant room checks.
- To develop and then participate in 24 hour call out plan.

## Site safety

- Ensure that the school is properly prepared for use during inclement weather.
- To ensure the maintenance and periodic checking of fire and other safety equipment by a specialist contractor is carried out. To undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To initiate and record regular fire drills.
- Ensure a member of the site team attends to carry out or co-ordinate any emergency repairs.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the school and ensure that such materials are appropriately marked and signposted and the relevant COSHH assessments and data sheets are obtained and retained for easy reference.
- Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, the fire evacuation procedure and park in a designated area.
- Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
- In conjunction with the Head of Operations establish and maintain a proactive Health and Safety provision across the whole school. Act as the Health and Safety Officer to ensure all practices and procedures are conducted in a way that meets all the relevant requirements for the wellbeing of others including:
  - Consulting and negotiating with external agencies to achieve these ends
  - Acting as School Fire Officer
  - To be the named key holder if required to attend the school in the event of an out of hours' emergency
- To ensure that whole school training in relation to Induction, Health and Safety and Minibus/MIDAS is up to date in partnership with the training administration officer.
- Facilitate traffic control measures to ensure the safety of pupils, staff and visitors during busy periods.
- Continuously monitor compliance with Health & Safety regulations.
- Develop, maintain and implement policies, procedures and practices concerning Fire, Health and Safety across the school ensuring statutory compliance.

## Administration

- Maintain a file of work undertaken by third party contractors to include:
  - Specification
  - Quotes – both successful and unsuccessful

- Method statements and risk assessments forward by the contractor to cover the specific work
  - Reviewing and acceptance of the above documents
  - Copies of signing in log
- Copies of all work permits and ensure that all contractors are in possession of a permit prior to starting work.
  - To develop and then manage a business continuity plan in line with the schools' disaster recovery and continuity plan, and to ensure such procedures are clearly communicated to all staff and members of the school leadership team.
  - To ensure all aspects of legal and best practice guidelines and compliance are understood, met and objectively measured and audited e.g. health and safety, food hygiene.
  - Manage stock levels of all cleaning, caretaking and hydrotherapy pool supplies and ensuring that they are stored correctly in line with the product COSHH data sheet.
  - Manage the rota of drivers for client journeys, outings and or staff journeys in accordance with the Highway Code to meet established needs. Annually check driver licences on the DVLA to ensure no penalty points have been issued.
  - To be responsible of the monitoring and annual check of the school asset register.
  - Provide information for all insurance issues, relating to site, contents of buildings.

### **Lettings and out of hours' use**

- Identify opportunities to maximise external income for the school. This includes the undertaking of the role of School Lettings Officer and includes the following:
  - The efficient and cost effective management of all aspects of the lettings of the school
  - Monitoring the quality of services provided to hirers
  - Monitoring the compliance by hirers of all health, safety and insurance regulations
  - Promoting the schools' facilities both internally and externally in order to maximise income from lettings
  - Reviewing and developing the School's letting policy
  - Maintaining the schools' lettings booking system

## The Beacon SCHOOL

### JOB SPECIFICATION:    **Facilities Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• To hold or be committed to achieving NVQ4 or degree or equivalent qualification in Building or Facilities Management</li> <li>• Be working towards or already achieved a nationally recognised Health and Safety qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Extensive background in, estate management</li> <li>• Extensive knowledge of Health and Safety legislation and procedures</li> <li>• Experience of working with a range of contractors</li> <li>• Experience of designing and managing a rolling programme of maintenance</li> <li>• Experience of managing a team</li> <li>• Trained in COSHH and Manual Handling</li> <li>• Experience of working in a school, academy or other educational based environment</li> <li>• Experience in managing budgets</li> <li>• Experience of developing effective out of hours' facility usage in a large school/organisation</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Self-motivated, flexible and able to work in an autonomous way, being able to direct and manage own workload</li> <li>• Ability to be a team player and build a strong and effective site team</li> <li>• Ability to work positively in liaison with the School Business Manager and senior leadership team regarding school improvement issues</li> <li>• Effective and persuasive communicator, both verbally and in writing</li> <li>• Highly personable and with high professional standards to act as the 'public face' of the Beacon in facility usage</li> <li>• Ability to supervise a team of site staff and develop a team approach to problem solving</li> <li>• Ability to develop the skills of others</li> <li>• Ability to deal with all clients, work colleagues and students fairly regardless of race, colour, sex, disability age or religious belief</li> <li>• The flexibility to adapt to changing workload demands and new challenges in the School</li> <li>• Personal commitment to continuous self-</li> </ul>

	<p>development</p> <ul style="list-style-type: none"><li>• Sound IT Skills</li><li>• Ability to ensure records are kept up to date</li><li>• Preparedness to work unsocial hours on occasion as part of a team covering extended opening times</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of all issues relating to site management</li><li>• Knowledge and understanding of Health and Safety requirements</li><li>• Knowledge and understanding of Energy Management Systems</li><li>• Knowledge of routine preventive maintenance</li><li>• Demonstrate an understanding of confidentiality and safeguarding (child protection) issues in a school setting</li><li>• Driving Licence</li><li>• First Aid certificate</li></ul>