



FINBOROUGH SCHOOL

Job Title: Facilities Manager

Responsible to: Principal

Main Purpose of the Post

- To manage all aspects of the School's Maintenance, Grounds and Housekeeping Teams and operation, including management of the schools Minibus Drivers.

Duties & Responsibilities – Core Tasks

- The provision of effective and efficient management of the school site and site team, to provide a clean, healthy and safe environment for users of the premises, grounds and equipment.
- To assist the Principal in facilities planning and the delivery of agreed projects and development plan for the site.
- The management of all premises related contracts and services including the reporting and budget management ensuring best value at all times.
- To ensure compliance with relevant legal and statutory health & safety matters within the work undertaken by the site team.
- The management of all premises related contracts and services including the provision of required KPI reporting and budget management ensuring best value at all times.

Key Tasks/ Management

- To line manage the site team and cleaners to ensure adequate cover is maintained, individual and team performance is managed and all HR processes and admin are completed as required.
- To identify that the site team have the relevant training/skills required to complete their jobs to the appropriate skill level and safety standards. To resolve any skills gaps through training and development opportunities.
- To work closely with the Principal with regards to the support and efficient running of the Schools lettings programme, to ensure that the needs of the hirers are consistently met.
- To project manage all site developments as agreed with the Principal liaising, where required, with industry experts.

Site and Premises

- To support the schools Principal in relation to improvement and capital works programmes and to contribute to the development of the school's Asset Management Plan, strategic planning and major projects.
- To organise and manage a programme of routine maintenance, re-decoration and servicing. To ensure that all emergency maintenance is carried out promptly engaging external contractors when/ where necessary.
- To work closely with the Site Team to ensure a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc.
- To be responsible for the correct maintenance and operation of the lifts and automatic doors around the site, including liaison with the relevant external contractors to ensure that the lifts/doors are working effectively to meet the needs of all our students, staff and others.
- To be responsible for the effectiveness of and maintenance of all heating and service installations, including the timings of the heating system for school and hirers use.

- To ensure that spot cleaning requirements are delegated effectively as required (litter picking, spillages etc).
- To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice.
- To ensure that all teaching areas are in good order and furnished to requested requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings.
- To act as the point of contact for on-site contractors and to liaise where necessary with Surveyors and other Consultants.
- To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health.
- To meet on a regular basis with the Principal and provide reports on site issues as required.
- To develop the schools 'facilities for out-of-school use and ensure the provision of premises and facilities as required by hirers, e.g. heating, parking.
- To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities.
- To ensure that portable appliance testing is carried out regularly engaging with external contractors when/ if necessary.
- To open and lock up the site as and when necessary.

Grounds

- To manage grounds maintenance external contractors and ensure that the ground maintenance works are fully completed.
- To be responsible for the condition of the site's fences and gateways and to take action to repair, maintain and improve the perimeters.
- Out of normal working hours, cover will be required from the Facilities Manager in the event of adverse weather conditions to coordinate the Grounds Team with an appropriate response.

Security

- To act as an emergency out-of-hours contact with key holder responsibilities and organise call out rota amongst the site team to meet the schools needs.
- To ensure the effective operation of all door alarms and to liaise with relevant contractors when/ if required.
- To manage the school's CCTV network and to assist authorised staff in reviewing/recording incidents, etc.
- To contact and liaise with police and alarm company in the event of any unauthorised entry/ security risk.
- To maintain an accurate and complete record of all security-related incidents.
- To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of access control systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through.
- Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.

Health & Safety

- To be aware of and comply with policies and procedures relating to child protection, Health, Safety, security and confidentiality, reporting all concerns to an appropriate person
- To ensure that all aspects of health and safety within the scope of the site team are managed according to current legislation and policy
- To monitor the site, including contracted works being undertaken, ensuring that the Health & Safety regulations are adhered to and to establish safe working practices.
- To be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the school for the maintenance, operation and upkeep of the fire alarm system.

- Carry out regular safety inspections of all site buildings, plant & equipment
- To ensure that all site staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported in line with school procedures.
- To undertake any reasonable activity in regard to Health and Safety for example but not exclusively legionella testing and emergency lighting testing.

Other tasks

- To ensure that company vehicles are fully compliant e.g. regularly servicing, MOT and vehicle checks.
- To liaise, where necessary, with external agencies to ensure that the school meets its minimum statutory requirements.
- To maintain an up-to-date knowledge regarding disabled access issues; to contribute to the school's accessibility plan and related improvements to facilities.
- To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards.
- Appropriate professional appearance and dress is required at all times.
- To ensure the efficient receipt, storage and distribution of incoming goods and deliveries.

General responsibilities

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To produce risk assessments, user manuals or training procedures in line with the Schools procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To be responsible for your own continuing self-development, undertaking training as appropriate
- To attend and contribute to relevant management meetings within the School as and when necessary.
- To uphold the ethos and standards established within the School and contribute to improvement at all levels.
- To undertake other duties appropriate to the grading of the post as required.

Person Specification

- Excellent communication skills and the ability to communicate effectively at all levels - Essential.
- Ability to organise and prioritise tasks effectively - Essential.
- Ability to use initiative – Essential.
- Ability to work well under pressure - Essential.
- Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the school – Essential.

Role specific

- To have a proven track record at middle management level within an organisation.
- Ability to manage complex operational demands with a high degree of customer satisfaction
- Excellent line management skills to lead motivate and inspire a team -
- A good understanding of plant and equipment typically found on a medium sized school site

- To be able to delegate effectively ensuring accountability is maintained and results are achieved
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post
- Evidence of a strong commitment to the school as the centre of its community is essential.
- Good interpersonal skills to promote good working relationships between estates staff, external consultant's staff and students
- Good understanding of financial management
- Evidence of previous project and KPI management experience
- Experience of procurements including best value principals
- Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met
- Ability to work to tight deadlines, under pressure and to take responsibility for meeting agreed targets
- Commitment to continuing professional development
- High level of proficiency in the use of Microsoft Office Word and Excel skills
- Clean, full driving licence - Essential. (Category D1 - Desirable)