

Role Profile: Facilities Manager at Akeley Wood School

Purpose

Reporting to the School Operations Manager, the Facilities Manager will play an integral role in the safe and efficient running of our school campuses, ensuring that the facilities and grounds deliver a brilliant student, colleague and parent experience.

The Facilities Manager is responsible for ensuring that the school is well maintained, and the infrastructure, facilities and equipment are safe, secure and fit for purpose. They will ensure full compliance with our legal obligations and the smooth operations of our estate.

The Facilities Manager will take pride in how the school is presented, have a can-do attitude to fixing things when needed: they are the guardians of high standards.

Key Accountabilities

Facility Management

- Takes overall responsibility for premises and facility management across the school
- Health & Safety Coordinator for the school including preparing for and attending the H&S Committee meetings, overall compliance and ensuring that documentation is regularly updated. Supports the Operations Manager and wider school team in the preparation for and execution of regular internal and external H&S audits/reviews, and school inspections
- Accountable for ensuring facilities compliance across the school campuses. Includes fire safety, the scheduling of fire evacuations and security lock downs.
- Oversees an annual repair and maintenance schedule to include statutory maintenance and annual inspections in accordance with legislation. Reports all ad hoc defects and manages the timely repairs.
- Conducts regular site walks to assess the presentation, function and working of the school grounds and facilities, creating action plans to address improvement areas.
- Preparing the specification and managing minor works and refurbishments as and when required.
- Managing third party contractors to complete facility repairs and upgrades.
- Coordinate with third party contractors and the central project teams on capex improvement or development projects for the school.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation.
- Responsible for site security, key holder duties, and ensuring open and closing of premises at designated times including weekends and events, as per agreed rota

Team management

- Manage the site teams across the campuses as well as the School Nurse: including day-to-day guidance, advice, performance management and support. To set, role-model and monitor high standards. Includes managing the site team rota to accommodate in and out of school hours activities and lettings.
- Support the organisation and management of internal and external events that promote the school to prospective and existing parents such as open days
- Support the organisation and management of external lettings and pro-actively look for opportunities to expand our lettings proposition.
- Maintain liaison with other specialist health, safety and fire safety roles appointed within the Schools, to co-ordinate compliance actions and provide a central point of contact
- Provide and support SLT in development of property and facility development projects for the site(s)

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • A self-starter who can operate with autonomy and learns quickly • A skilled line manager who can lead and motivate a group of individuals with differing levels of experience and seniority. • First class organisational and practical skills • Proficiency with Electronic platforms (e.g. Microsoft Teams / App based Facilities Management systems). • Ability to remain calm under pressure with an organised approach to tasks, with attention to detail • Dedication to creating a school environment that is befitting of a paid-for education, and which enhances the student, colleague and parent experience • A keen eye for detail, in both environmental and administrative aspects of the role. • The role will necessitate both the oversight of the site team(s) and a hands-on approach 	<ul style="list-style-type: none"> • Practical skills such as carpentry, painting and decorating, and plumbing repairs (within own capability and in line with agreed health and safety procedures and guidelines).
Qualifications	<ul style="list-style-type: none"> • Relevant degree or vocational qualification. 	<ul style="list-style-type: none"> • H&S qualification (IOSH) • First Aid qualification.
Experience	<ul style="list-style-type: none"> • Experience of managing facilities, ideally across multiple sites/locations • Experience of managing an annual maintenance budget to deliver PPM and unplanned costs efficiently. • Experience of managing large complex events • Previous experience of working in a complex, busy, service-driven culture: ideally a school, but not limited to this environment 	<ul style="list-style-type: none"> • Experience with hire of venues to external 3rd parties
Other	<ul style="list-style-type: none"> • Ability to attend call outs where necessary including out of hours / night time. • 	

Key Stakeholders:

Internal – All school staff, pupils

Cognita – Colleagues across Cognita schools and teaching and learning networks

External – Key external relationships, suppliers and parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

Signed:

Name (print):

Date: