

## Role Profile: Facilities Manager

### Purpose

Reporting to the School Operations Manager, the Facilities Manager will play an integral role in the safe and efficient running of the schools under their remit. The Facilities Manager is responsible for ensuring that the schools are 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 estates. The Facilities Manager will take pride in how the schools are presented, have a can-do attitude to fixing things when needed: they are the guardians of high standards.

In this role you will support the Head Teacher in non-educational activities and ensure the delivery and maintenance of a safe and secure environment for all pupils, staff, contractors and visitors to the site schools. The role is responsible for the operational aspects of the school including Health and Safety of sites and the line management of the site teams, together with significant interaction with the teaching staff and the Head Teachers.

You will be required to manage and interact with external contractors as well as catering and cleaning staff.

The individual must be prepared to step in and have a 'hands on' approach.

### Key Accountabilities

#### Facility Management

- Takes overall responsibility for premises and facility management.
- Health & Safety Coordinator for the schools including preparing for and attending the H&S Committee meetings, overall compliance and ensuring that documentation is regularly updated. Supports SLT, the Operations Manager and wider school team in the preparation for and execution of regular internal and external H&S audits/reviews, school inspections, development of property and facility development projects for the sites.
- Accountable for ensuring facilities compliance across the schools. 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, including negotiation of contracts, tenders – always ensuring best value, adherence to budgets and compliance with CDM regulations.
- Manage the cleaning and transport service level agreements at both schools
- 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 that promote the school.
- Manage the identification and short/long term planning of all repairs and maintenance works across all the sites including the development of an annual rolling site repair, maintenance and re-decoration plan, identification of associated budget priorities and always ensuring health and safety compliance and budgetary alignment.
- Ensure that any necessary emergency action required to make safe any associated damage is carried out until such a time as an appointed external contractor can attend site.
- Complete regular hygiene checks to ensure that the highest standards of cleanliness and tidiness are maintained throughout the schools. Carry out routine checks and cleaning audits to ensure that the cleaners are effectively cleaning all sites and reporting building faults or defects when identified.
- Line manages all relevant staff through the allocation of tasks and to ensure that site resources meet operational needs. Ensure site staff have suitable training and training logs are maintained

## 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
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be a nice person who is likeable and can relate to others easily.</li> <li>• Excellent communication skills, enjoys and is energised by interacting with others.</li> <li>• A self-starter who can operate with autonomy and learns quickly.</li> <li>• Excellent organisational skills with the ability to pay close attention to detail.</li> <li>• Great problem-solving skills with the ability to make decisions, take accountably and responsibility for their actions with the ability to remain calm under pressure.</li> <li>• Able to manage a busy workload often under pressure to meet school deadlines.</li> <li>• Finance and budgeting.</li> <li>• Able to work well within a team and collaboratively with their stakeholders both internally and externally.</li> <li>• Dedication to creating a school environment that is benefitting of a paid for education, which enhances the student, colleague and parent experience.</li> <li>• The role will necessitate both the oversight of the team(s) and a hands-on approach, and therefore practical skills are highly desirable, these may include carpentry, painting and decorating and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or vocational qualifications in facilities management, H&amp;S (IOSH) etc.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing facilities, ideally across multiple sites/locations.</li> <li>• Experience of appointing and managing contractors.</li> <li>• Practical experience of managing and maintaining H&amp;S, COSHH and associated compliance records.</li> <li>• Experience of managing a maintenance budget.</li> <li>• Maintenance and H&amp;S Audits.</li> </ul>	<ul style="list-style-type: none"> <li>• Updating policies and procedures.</li> </ul> <p>Previous experience of working in a complex, busy, service driven culture, ideally a school but this isn't a must have.</p>

## Key Stakeholders:

### Internal –

- Senior Leadership team
- Operations Team
- Cognita staff (HR, Finance, H&S and Transport)
- Teaching staff

### External –

- Contractors
- Parents
- H&S Inspectors
- Compliance Inspectors

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.

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To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....