

Role Profile: Facilities Manager

Purpose

The post holder will be responsible for all site management, health and safety and compliance issues, ensuring the school buildings and grounds are kept clean, safe and secure, supporting the educational provision, in accordance with the operational needs of the school and all Health and Safety and other Regulatory requirements.

Key Accountabilities

- To ensure the management and maintenance of the school buildings and grounds.
- To hold the title of Health and Safety coordinator and to ensure that any matters relating to Health and Safety are addressed as a matter of priority. To co-ordinate the termly fire alarm drills and lockdown drills and chair the Health and Safety Committee meetings.
- To direct the maintenance team members in completion of minor repair work.
- To ensure that all planned preventative maintenance contracts (emergency, security and safety systems and equipment eg fire extinguishers, fire alarms, intruder alarms, surveillance systems, tools, water testing, door access systems etc.) are monitored, maintained and tested as appropriate including liaison with all contractors. To follow up all remedial work and collate all reports ready for the annual Health and Safety audits. Assist the Business Manager in controlling the budget for these contracts.
- To follow procedures set out for the safety and security of the school premises including retrieving CCTV footage as requested.
- To ensure the necessary records of the school building, grounds and equipment are kept in relation to Health and Safety (H&S) and statutory inspection and maintenance guidelines.
- To have a good working knowledge of relevant current legislation and good practice, reporting any concerns to the Operations Manager.
- To be aware of your responsibilities with regard to any critical incident and follow instructions given by the Senior Leadership Team at such a time.
- Co-ordinate the set-up requirements for school events and liaise with the event co-ordinator and other maintenance team members, including assisting the colleague with preparation of the event risk assessment.
- Liaise with the Cleaning Supervisor to ensure all cleaning matters are dealt with effectively on a day to day basis.
- Assist with distributing all deliveries to the school.
- To be a school key holder, ensuring the school is opened and closed as required and be on call in the event of any emergencies.
- To ensure the school site is kept clean, safe, in a good state of repair and stocked with all necessary supplies.
- To report as required to the Operations Manager on budgets for service and maintenance, repairs, energy, cleaning etc.
- To be responsible for the scheduling and booking of all contractors, ensuring all due diligence checks are completed.
- To order and supervise repairs when identified for maintenance contracts and improvement schemes – timetabling works as appropriate during periods of school closure.
- To be aware of all out-of-hours activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school events and facility hire.

- To understand and fulfil your role in emergency evacuation procedures, flagging up any concerns to the Operations Manager and taking an active role during such incidents.
- To organise and manage the maintenance team with line management responsibility of the team members, including ensuring proper training for the safe use of all tools and equipment.
- To ensure there is adequate site staff cover to support school events held in school out of hours.
- Schedule the maintenance team works.
- To prepare risk assessments and COSHH assessments for all areas within responsibility.
- To maintain asset management records or complete returns as requested.
- To request purchase orders for premises and cleaning related goods and consumables as required for the site.
- To ensure regular checks on the school vehicles, including servicing booked as and when required, reporting any concerns to the Operations Manager and Group Transport Manager.
- Ensure suitable training is arranged for new staff on the use of the school transport and that licence checks and training for existing school vehicle drivers are kept up to date.
- To be aware of upcoming school events and your role within these.
- To attend, where appropriate, whole school events.
- To be aware of and comply with all school policies and procedures with a particular reference to those relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate staff member.
- To contribute to the vision and ethos of the school.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team

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
Experience & Qualifications	<ul style="list-style-type: none"> • Previous facilities management experience demonstrating the technical expertise required for the role • Demonstrable experience of managing a team • Full and clean driving licence • Demonstrable experience of responsibility for Health and Safety in the workplace and compliance testing including completion of relevant documentation • Evidence of administrative ability through previous experience in a similar role 	<ul style="list-style-type: none"> • IOSH Managing Safely Qualification • First Aid qualification • Previous experience of working in an educational environment
Skills	<ul style="list-style-type: none"> • An ability to communicate effectively with all stakeholders. • An ability to think originally and creatively, and to show initiative • A commitment to support the ethos of the school as a community • Excellent administration and IT skills as you will be responsible for maintaining all facilities related records • An ability to cope with a busy working day and a varied programme of work • A sense of humour • Evidence of the ability to lead and work as a member of a team • High standards of professionalism • A concern for the reputation of the school • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to set and maintain high standards • Ability to project a professional image for the school • Willingness to undertake appropriate training 	

Key Stakeholders:

Internal – Operations Manager, Headteacher, SSC operational team, SLT, Pupils, Colleagues

External - HSE, Health and Safety auditors, Parents, Cleaning supervisor, Catering Manager, Contractors and Visitors

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.

To be signed and dated by employee:

Signed:

Name (print):

Date: