



## JCAT Operations & Facilities Manager

### Job Description

Job Area:	Central Services
Department:	Operations
Responsible to:	Chief Executive Officer
	36 hours a week, 52 weeks a year (Full Time)
Salary Range:	Point 37 – 40; £51,132 - £54266

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#### Main objectives of the post

The JCAT Operations & Facilities Manager plays a key role in the effective management of estates and facilities across the schools in our Multi Academy Trust. The post-holder will be responsible for working with site teams to ensure all academies within the Trust operate in safe, compliant and well-maintained environments that support learning and community use.

This is a key position with direct responsibility for compliance, planned preventative maintenance (PPM), reactive maintenance, capital projects and maintaining good working relationships with Headteachers and facilities teams in each school. The ideal candidate will combine technical knowledge with strong organisational and people skills, driving high standards of service and continuous improvement across all sites.

#### Health & Safety

- To assist schools with their Health and Safety policies and procedures and to take account of statutory and other changes
- to monitor and to ensure plans are in place to manage and remain legislatively compliant for fire, asbestos, legionella and similar.
- Responsible for the safe upkeep of the facilities, including liaising with contractors to ensure work done is completed in line with Health & Safety legislation and Schools procedures whilst on sit
- Record, investigate and report all accidents including near misses and report back to the CEO detailing the incident and actions taken including recommendations.
- Report all breaches of Health and Safety to the Head Teacher/CEO and take corrective action
- Using a facilities information system (IAM Compliant or similar), maintain a register of all statutory maintenance requirements and ensure these booked in a timely manner
- To prepare reports, statistics, and other information for internal use and for the Department for Education and other external bodies as required.

#### Procurement & Contractor management

- To lead on the procurement of building and maintenance services, ensuring these activities are best value.
- Monitoring the performance of contractors and service providers, and advising on their effectiveness, value for money etc.
- Work with schools to scope cost and agree works over £10k

#### Support for Schools

- Engage with all Head Teachers to help manage planned works that may interrupt school term time.
- Provide regular updates of progress before, during and after works.
- Support the caretakers in refresher training in Health & Safety, or any other training needed to carry out their tasks.



- Review training matrix to confirm when training should be taken for care takers.
- To provide project oversight and support for minor works projects working with faculty and service areas and professional advisers to develop guiding principles and specifications.

#### **Finance**

- To assist in the formulation and control of major budgets and spending programmes for planned maintenance, reactive maintenance, and capital expenditure.
- To assist in the production and effective management of capital programmes for replacement and upgrade of infrastructure and building plant.
- To assist with the production and implementation of long-term plans for capital improvement.
- To assist in funding bids for capital projects and carry out post project reviews.
- To optimise the supplier base to obtain value for money, consistency of service and reliability of supply.

#### **Security**

- To be on call for each school to approve keyholding call outs and engineers if required.
- Attend out of hours if required.
- Review security plans with CST based on local events
- Recommend changes to process if required
- Monitor CST news/updates

#### **Additional Information**

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the CEO.

The post holder will be required to travel to different school sites within JCAT.

JCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible or with whom they come into contact, will be to adhere to and ensure compliance with JCAT's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the Trust, they must report any concerns to the Trust's Child Protection Officer.

## Operations & Facilities Manager

### Person Specification

Qualifications and training	Criteria
Good standard of education, preferably to level 3 together with good numeracy and literacy skills.	E
Possession of, or working towards, a qualification in Health & Safety (eg COSH, NEBOSH)	D
Possession of, or working towards, a recognised trade qualification (eg NVQ)	D

Experience	
Experience of facilities or premises management, ideally in a school setting	E
Project management experience	E
Experience of PS Financials or alternative school finance system	D
Experience of assessing future capital requirements of buildings and facilities	D

Skills and Knowledge	
Understanding of health & safety legislation, building compliance, and risk assessments.	E
Asbestos Awareness and Legionella Training.	E
Knowledge of Fire Safety and / or appropriate qualifications (e.g., Fire Warden or Fire Risk Assessment First Aid at Work training).	E
The ability to work with initiative and to tight deadlines	E
Problem-solving and the ability to work under pressure and with competing demands	E
Show resilience under pressure	E
Ability to manage contractors and liaise with local authorities and regulatory bodies	E
Have good organisational skills	E
Ability to build positive working relationships with a range of internal and external stakeholders	E

Personal Attributes	
Committed to safeguarding and promoting the welfare of children and young people	E
A commitment to working as part of the whole Multi-Academy Trust team and supporting the vision and aims of the MAT	E
To be willing to undertake further professional development	E