

# Pickwick Academy Trust



## SCHOOL FACILITIES MANAGER JOB DESCRIPTION

<b>Job title:</b>	School Facilities Manager
<b>Department/Team</b>	Central Team.
<b>Responsible to:</b>	Head of Facilities Pickwick Academy Trust
<b>Job Purpose:</b>	<p>The Site Manager will have responsibility for school sites as directed by the Head of Estates including:</p> <ul style="list-style-type: none"> <li>- the day to day maintenance and facilities management of the buildings and infrastructure, including fences and hard surfaces, ensuring all sites under their responsibility are maintained in a way that is conducive to excellent teaching and learning.</li> <li>- ensuring all aspects of Health and Safety compliance are met in line with statutory and regulatory requirements, including the completion of risk assessments and participation in Health and Safety assessments and meetings.</li> <li>- ensuring the security of all school buildings and forming part of the emergency response team, should an incident occur.</li> <li>- This is a key role in our Estates Department and you will be expected to work with Headteachers, School Business Managers alongside the central team Estates department in support of the Trust's vision and values</li> </ul>
<b>Salary range:</b>	Dorset Grade 6 (6 -9)
<b>Term of office:</b>	Permanent

**1. Key Duties and Responsibilities**

- Take responsibility for the management of the school site and associated facilities as directed by the headteacher and Trust Head of Estates.
- Contribute to and support the implementation of the facilities and premises strategy of the trust.
- Working in partnership with the Trust Head of Estates to oversee all aspects of the school property including repairs and maintenance, security, health & safety and facilities management in line with statutory and regulatory requirements.
- Establish and maintain procedures to ensure that the school grounds are kept neat and tidy.
- Provide the best environment possible within the resources available to enable the school to achieve its educational aims and provide a safe and welcoming environment to children, parents and visitors to the school.

**Estates**

- In collaboration with the Trust Head of Estates , to support with risk assessment of security risks to the school (grounds, premises and contents) including vandalism/arson to ensure that security risks are minimised.
- As main keyholder, to unlock/lock the school building as required and to be overall responsible for the security of the school premises, responding to security or fire alarm callouts as required.
- To provide access to the school for lettings, if outside normal school hours
- to liaise with and monitor work carried out by the cleaning team and contractors, reporting any concerns via the recognised channel.
- To operate as part of Trust Estates Team, and contribute to the three-year maintenance plan.
- To oversee maintenance, security and facilities systems on school sites and premises.
  
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate.
- Liaise with police, security and surveillance contractors.
  
- Liaise with external contractors – cleaners, caterers and grounds workers, reporting any concerns via the recognised channels
- To understand requirements of role as part of a Critical Incident response and ensure emergency access to site is provided if required.
- Under the guidance of the Headteacher, provide support as required during key school events.

## **Maintenance**

- To undertake, as necessary range of maintenance work as identified on site walks and by colleagues via Every (the Trust compliance system).
- To manage routine maintenance, repair schedules and specialist repairs, in accordance with the school maintenance plan
- To supervise maintenance contractors and undertake regular site inspections. Ensure performance of service contractors is monitored and record performance against specified standards.
- To identify defects and record repair and maintenance requirements.
- To undertake regular checks as required of equipment and resources.
- To advise and make recommendations to the Estate manager in respect of:
  - Equipment procurement, repair and replacement requirements
  - Damage and defects beyond capabilities
  - Supplies and materials required
  - The need for additional construction or maintenance work to be completed by external contractors
  - Any concerns or failures in respect of contractor work
- To undertake general caretaking duties as required such as:
  - Clearing drains, gutters, toilets and drain pipes
  - Sweeping of playgrounds
  - Removing and disposing of litter from the external areas and ensuring that the site is maintained to a high standard
  - Clearance of spillages
  - Moving furniture
  - Monitor pest control for the site and engage the services of a local contractor
  - Cleaning convector fan heaters
  - Driving the school minibus following training
- To provide safe and adequate access to the school during inclement weather e.g. flooding, ice and snow, including path clearance and gritting in accordance with school plan.
- To assist in implementing the Trust's systems/procedures/policies for site management
- To manage records and information using the Trusts Every system
- To be responsible for creation and maintenance of a purposeful, safe, orderly and productive working environment.
- To be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
  
- To provide specialist advice and guidance as required.

## **Health and Safety**

- To promote and ensure the health and safety of pupils, staff & visitors at all times
- To ensure that all compliance checks are completed and logged on Every, and all paperwork filed accordingly, including fire alarm checks, asbestos and legionella,
- To ensure all site risk assessments are completed for the premises and shared with all staff
- To support staff to complete risk assessments in respect of their responsibilities
- To ensure that all COSHH assessments are completed and available to all staff

- To participate in regular Fire Drills and lockdown practices.
- To participate in internal Health and Safety walks and attend Health and Safety meetings each term
- To participate in external Health and Safety Audits
- To support with the completion of Accident reports if necessary
- To ensure that any observed or notified Health and Safety risks are addressed with as a matter of urgency and safety hazards are clearly identified and cordoned off
- To take account of the Health and Safety risks associated with tasks that needs to be undertaken and to ensure that the required PPE is utilised.

### **Sustainability**

- To support schools in the achievement of the trust Sustainability Strategy and Action Plan including:
  - monitoring energy usage across sites and implementing processes to reduce usage
  - monitoring waste levels across sites and implementing processes to increase recycling opportunities
  - monitoring water usage across sites and implementing processes to reduce usage

### **Other Tasks**

- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Carrying out any other reasonable instructions given by the Headteacher, Deputy Headteacher, the Assistant Headteacher, or the Trust Head of Estates
- Some duties may involve an element of lone working and unsociable hours.
- Reporting misbehaviour by pupils on the school premises (incidents should be reported to the Headteacher).
- Accepting responsibility for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day to day duties around the school site

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### **Supervision and Management**

The jobholder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

### **Creativity and Innovation (i.e. Problem Solving)**

The jobholder works within school procedures, policies and approved methods and under the supervision of the Trust Facilities Manager and Headteacher.

### **Key Contacts and Relationships**

The jobholder has contact with the CFOO, Trust Head of Facilities, the Facilities team members across the trust schools and the Head teacher at each site.

### **Decision Making**

The jobholder is expected to follow Trust and School procedures.  
All duties must be carried out complying with:

- The Health & Safety at Work Act.
- Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.
- Relevant nationally-agreed codes of practice.
- The General Data Protection Regulation (GDPR).

## **Resources**

The jobholder is expected to use school resources appropriately and with care.

## **Working Environment**

The jobholder is based across the school site. Some of the work will take place outdoors and it may be necessary to work in all weathers. In addition, the postholder will be expected to use ladders, power and hand tools, associated with the day to day maintenance of buildings and undertake construction work within their competence.

## **Knowledge and Skills**

Good practical skills are required, and previous experience of building maintenance would be advantageous.

Please refer to the Person Specification for further information.

**Other**

The nature of the work requires that the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The post holder will be responsible for personal Continued Professional Development.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....