

Facilities and Lettings Lead

Whitefriars School

Pay Grade G9

Role Profile

Job Purpose

Working under the direction of the Headteacher and Head of Operations:

- To develop a marketing strategy for increasing lettings across the week and weekends using social media and other marketing and promotion opportunities.
- To manage and develop the schools out of hours lettings strategy for the school facilities which allows our inspiring environment to be shared with the wider community.
- To lead the provision of comprehensive facilities and site management that meets all of the School's operational requirements, that ensures compliance, maintenance, security and good working order of the school, so as to provide an appropriate safe environment for pupils to learn and develop and for staff to work without risk to the health or welfare.
- To collaborate in the planning and management of short, medium- and long-term capital improvements to the site and facilities.

Health and safety

- To promote the highest standards of health and safety, regulatory and compliance awareness amongst the site team and to lead and motivate the team to deliver high standards
- To support the Head of Operations in the assessment and fulfillment of the school's health and safety regulatory and statutory compliance obligations in relation to the premises and site.
- To create, maintain and monitor health and safety, risk assessment and statutory compliance processes and records and to be fully aware of the substance of any records and to actively implement any recommendations or actions arising.
- Ensure appropriate site inspections are in place and carried out to identify and report potential health & safety issues and that any concerns are responded to.
- To support the Head of Operations to prepare for inspections by maintaining a log of relevant information and compiling reports for as required.
- Liaising with teaching departments where specific health and safety requirements exist, e.g. Science and CLEAPS, to ensure that the school is fully compliant.
- Responsible for all records of H&S testing (e.g. fire alarms, legionella, emergency lighting, PAT testing etc.).
- To report any health and Safety, risk or facilitates or site management concerns to the Head of Operations

Facilities and Site Management

- Work with the Head of Operations to develop, implement and regularly report on the school's estate and operational strategy and the asset management plan.
- Work with the Head of Operations to oversee the practical development of the estate including both new builds and refurbishments ensuring they are delivered to specification, timescale and budget.
- Work as part of the site team to ensure that all school premises and buildings are properly cleaned, kept tidy and the grounds are in good working order, suitably maintained and safe at all times, using internal staff and external contractors as appropriate.

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- To procure and supervise estate management contractors, including gardening, waste management, pest control, drains and utilities etc.
- Liaise with and give access to contractors; monitor and ensure safe and appropriate working practices in accordance with the health and safety policy and contractors policy, and that they are vetted in accordance to the school safeguarding requirements.
- Manage and oversee the rolling preventative premises maintenance plan for the school ensuring all aspects of the estate are properly maintained in a timely fashion and in accordance with budget constraints
- Ensure that there is an effective electronic system for reactive and proactive maintenance.
- Carry out routine monitoring inspections of the site to ensure all daily, weekly, monthly, bimonthly, biannual and annual maintenance checks are carried out on time to high standards and computerised record of all regular checks undertaken.
- Oversee and monitor the security arrangements across the estate ensuring that they are developed and implemented to achieve comprehensive, safe, secure and appropriate access at all times.
- Ensure that Fire Risk Assessments are carried out, recommendations implemented and reviews take place.
- Ensure that inspection, testing and maintenance of firefighting equipment and fire detection systems are carried out by liaising with the relevant contractor; and that suitable records are kept and maintained.
- To use all reasonable endeavour to ensure efficient consumption of energy and other consumables.
- Line management to be directed by Head of Operations as required
- Act as cover for site staff on annual/sick leave.
- Ensure the site team have access to and undertake appropriate training.

Lettings

- To manage the school lettings programme.
- To market the facilities and maximise lettings income.
- To review the school's website with regards to lettings
- To attract new lettings from clubs and groups to maximise income and minimise vacant hire slots
- To develop community use agreements with organisations that provide educational opportunities to the local community, children and young people and provide pathways to higher levels of participation.
- To manage the site staff rota to ensure that the area let are adequately staffed at all times
- To deal with problems and issues arising from lettings.
- To develop and manage a booking system and ensure registers of users are maintained and enable accurate billing and user data.
- To be responsible for health and safety throughout the school during letting hours (evenings and weekends).

School Transport

- Manage the school's minibuses
- Ensure compliance with the relevant transport guidance for both vehicles and driver training.
- Ensure that the School's Minibus Policy and Handbook is updated.
- Ensure that the vehicle servicing, checking and record keeping associated with the School minibus and its drivers is carried out to the required standard.
- Ensure that minibus drivers complete a Driver Declaration Form annually and submit their driving license for checking and recording

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Other responsibilities & Attributes

- Have integrity, humility and work ethically at all times
- Be a positive and dynamic role model for other members of the staff team
- Share responsibility for the school's standards and achievement, including pupil progress and the drive to improve outcomes
- Play an active part in the life of the school through meetings and high visibility to pupils, staff and parents, including at assemblies and meetings
- Maintain a thorough understanding of inclusion and safeguarding requirements
- Comply with the Federation's Equal Opportunities Policy
- Carry out any task commensurate with the grade and nature of the post, as reasonably requested by the Headteacher or Head of Operations, to support the functions of the school.

Key Accountabilities

The postholder is line managed by the Headteacher or one of the Deputy Headteachers

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. This job description may be amended at any time in consultation with the post holder

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Person Specification

Essential	Desirable
Experience	
Experience in facilities management role	Previous experience working in a school or educational establishment
Experience or fulfilling health and safety, statutory compliance and safeguarding obligations	
Experience of managing, developing and motivating a team	
Experience in building management skills and experience, including technical knowledge	
Experience of managing building or facilities	
Practical maintenance and or engineering skills	
Practical understanding of maintenance and engineering matters	
Experience of risk assessment or willingness to undertake training	
Experience of project management	
Experience of working with range of stakeholders in a service environment	
Qualifications	
Degree or other qualifications/accreditations in facilities management or related area	
Health and Safety qualifications or training e.g. IOSH	willingness to undertake
Driving License with the D category	willingness to undertake Midas training
First Aid trained	willingness to undertake
Knowledge/Skills/Characteristics	
Be flexible, highly self-motivated, enthusiastic, resilient with excellent problem-solving skills and a strong commitment to education	
Excellent communication interpersonal and diplomacy skills to maintain excellent relationships with staff, pupils, parents and contractors	
Ability to work under pressure and handle difficult situations/manage conflict	
Ability to work with minimum guidance, proactively and with initiative	
Willingness to take responsibility for safety and security of building and to lead a response in emergency situations	
Recognition and understanding of value of policies and procedures	
Highly organized and with strong record keeping skills	

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Excellent customer service skills and a 'can do' attitude	
Technical knowledge of building services	
A good understanding of health and safety requirements re. school premises	Evidence of relevant health and safety training
Excellent IT skills including use of email and Microsoft Word and Excel	
Good decision-making ability	
Excellent time management and punctuality	
Ability to prioritise and plan own workload effectively	
Willingness to sometimes work outside of normal hours and all to do alternative shifts	
Be committed to professional development of self, team and colleagues	
Clean driving license and with use of own transport	
A commitment to safeguarding and promoting the welfare of children and young people	

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