

## CLUSTER FACILITIES MANAGER JOB DESCRIPTION

- RESPONSIBLE TO:** CLT Central Team
- GRADE:** M3
- CONDITIONS:** 37 Hours per week, 52 weeks per year with appropriate holiday entitlement taken by negotiation with the line manager.

### PURPOSE OF POST:

To be responsible for long and short term planning, implementation and high quality delivery in relation to facilities, health and safety and premises related aspects of the work of the schools in their cluster.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

1. To ensure the Head teachers, appropriate Senior Leaders, Governors and other relevant staff are fully informed about all areas of responsibility and to manage all issues that arise in relation to this role. This will include writing reports and presenting them to the governing bodies of the schools and taking full responsibility for all aspects of the role.
2. To review, develop, implement and monitor the appropriate facilities/premises support systems and structures, to ensure the provision of ongoing effective management support for the smooth running of the schools in the cluster whilst ensuring compliance with financial regulations, school policies, personnel procedures, service level agreements and the regulations and directives as appropriate.
3. To oversee the effective and efficient deployment of all premises staff within the cluster to meet business needs, supporting their professional development and ensuring that appropriate training is provided within the constraints of staff development budgets.
4. To act as the Health and Safety Lead Officer within the cluster to ensure that all practices and procedures are conducted in a way that meets all the relevant requirements and is statutory compliant.
5. To support with and identify opportunities to maximise external income for the schools, including the preparation of bids for funding from external agencies and reviews of lettings management arrangements.

6. To take the lead in compiling and implementing Site Development plans and represent the schools in meetings with its partners to fulfil our responsibilities for any Joint Use Agreements.
7. To oversee the monitoring of the condition of the facilities, equipment, site and buildings regularly to ensure that the premises are in an appropriate condition for staff, students and visitors and take any remedial action as required.
8. To work with the Headteachers, Senior Leaders and Trust colleagues in the identification and selection of support service providers (i.e. cleaning, energy) for responsible areas which provide value for money and best practice.
9. To manage tenders, scheduling and contracts with trade/professional contractors to ensure that works are carried out smoothly, on time and to budget with a satisfactory conclusion.
10. To manage various premises related budget allocations, negotiating with service provider's contractors and suppliers to ensure best value are obtained.
11. To work with the Headteachers, Senior Leaders and Trust colleagues to enhance the facilities and premises and to liaise with the finance department on the ordering of furniture, equipment, fixtures and fittings.
12. To work with the Headteachers and Senior Leaders and make the necessary arrangements in connection with events/functions held at the schools.
13. To be responsible for all aspects of the operation and running of any school vehicle(s).
14. To assist the Headteachers and Senior Leaders in reviewing, developing and implementing policies in relation to the site e.g. Security Policy, Site Development Plans and Health and Safety.
15. To ensure the development and progression of equality within the sphere of responsibility of this job description and the fair and equal treatment of all employees and customers.
16. To support the premises team with building maintenance related duties when necessary.
17. To undertake any other duties of a similar level and responsibility as may be required from time to time.

### ***Additional Information***

#### **Working Hours**

Annual hours will be based on an average working week of 37 hours over 52 weeks with appropriate holiday entitlement taken by negotiation.

Attendance at Governors' meetings or at any other after school meetings will be required and agreed in advance and will usually be on the basis of a rearrangement of working hours. Working hours will be reviewed annually in light of the needs of the school and adjustments made by mutual consent.

The Cluster Facilities Manager will be expected to ensure that her/his holidays and the holidays of all other facilities and premises staff are taken in such a way as to provide cover for the schools at all times.

The exact nature of responsibilities to be undertaken during the school holiday period will be decided in conjunction with the Headteachers and Senior Leadership.

### **Generic Responsibilities of all staff:**

1. To consistently uphold the school's aims and strive to attain school targets
2. To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the schools and Trust.
3. To work with students within the framework of the school in a courteous, positive, caring and responsive manner.
4. To take an active and positive role in the school's commitment to the development of staff and review procedures
5. To seek constantly to improve the quality of the school's provision.
6. To present oneself in a professional way that is consistent with the values and expectations to the schools.
7. To be responsible for promoting and safeguarding the welfare of children and young persons.

### **DIMENSIONS:**

**Supervisory Management:** Premises staff and contractors

**Financial Resources:** Varying each year

**Physical Resources:** Office and other equipment

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

***'The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.***

## Person Specification: Cluster Facilities Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirability (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial experience of the management and supervision of employees performing similar work.</li> <li>Experience of the management and use of IT for estates practices and health and safety reporting.</li> </ul>	1,2,5	Experience of working in a school environment is desirable for this post.	1,2
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>Strong analytical and literacy skills to be able to draft reports, and understand complex written guidance.</li> <li>Able to communicate effectively with external agencies and colleagues.</li> <li>Presentation skills.</li> <li>Ability to work with minimal supervision and direction.</li> <li>Ability to adjust to constantly changing work demands and to meet competing deadlines.</li> <li>Ability to develop the skills of others within a structured framework.</li> <li>Ability to work as part of a multi-disciplinary team.</li> <li>Sound ICT skills.</li> <li>Ability to manage the performance of others.</li> <li>Ability to act on own initiative.</li> <li>Ability to make effective decisions.</li> <li>Consultation and negotiations skills.</li> </ul>	1,2,3,5		
<b>Equality Issues</b>	<ul style="list-style-type: none"> <li>Committed to the principles of equality of opportunity.</li> <li>Able to recognise discrimination and take action within the policies and procedures of the school.</li> <li>Able to understand the issues for pupil's education in an urban, multi-cultural context.</li> </ul>	1,2		
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Estates Management and Health and Safety.</li> </ul>	1,2,3	Knowledge of COSHH	1,2,4

<b>Education and Training</b>	<ul style="list-style-type: none"> <li>● Qualifications or experience relevant to the role.</li> <li>● Competent in English/Maths.</li> <li>● Willingness to undertake relevant training including first aid training and relevant health and safety courses.</li> </ul>	1,2,4	NVQ4 or above in Facilities Management.	1,2,4
<b>Other</b>	<ul style="list-style-type: none"> <li>● Able to adapt to changing operational demands in terms of tasks undertaken.</li> <li>● Able to work flexibly to meet the needs of the school (this may include some evening and weekend events/meetings).</li> <li>● Full driving licence.</li> </ul>	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

**The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.**

**All personnel may be required to work across both schools by agreement with the Chief Executive.**

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998) amended GDPR 2018
- (iv) Code of Conduct