

JOB DESCRIPTION

Chingford Academies Trust

Title of Post:	Facilities Manager
Grade/Pay Range:	Scale SO2 (point 26-28) - £40,182-£42,060)
Hours:	36 hours p/w To work shift patterns between the hours of 06.00-22.00, weekdays (including 45 minute unpaid break)
Weeks per year:	52.14 weeks per annum
Contract type:	Permanent
Responsible to:	Trust Head of Facilities
Responsible for:	Facilities Officers, General Assistants and School Cleaners
Key Contacts:	Internal: Staff/Pupils External: Agencies

The Facilities Team includes Facilities Managers, a Trust Head of Facilities, Facilities Officers, Facilities Assistant, General Assistant and Cleaners. This team works collaboratively across the Trust schools and closely with other key personnel including the Chief Finance and Operations Officer, Business Manager and Heads of School.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Trust Head of Facilities.

JOB PURPOSE

- To work with the Trust Head of Facilities, CFOO and senior management team to develop and improve the learning environment
- To ensure that the buildings and site of the school are developed and maintained to the highest standards and that the health and safety of all members of the school community together with the security of the site are ensured. To provide strategic and operational leadership of the premises team and to support the running of lettings within the school.
- To be able to work on shift pattern between 06.00am and 22.00 as directed, to support evening events and lettings.

MAIN RESPONSIBILITIES AND DUTIES

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work

and appropriate equipment being available and the relevant competencies of the postholder.

- To assist the Trust Head of Facilities on various premises related projects, as required, including the submission of tender documentation
- To regularly monitor and record the structural condition of the school buildings to assist in the production of the asset management plan
- To make a major contribution to medium and long-term plans for the maintenance, refurbishment, and redevelopment of the estate
- To assist with the planning and management of larger projects in relation to specific grants
- To liaise with other schools to build expertise and share ideas
- To ensure that the school is energy efficient and is making decisions with due consideration to environmental factors
- To support presentations to the Governing Body and/or Board of Trustees and staff regarding the development of the estate
- To produce and review specific documents to support Trust bids for additional funding
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise work programmes.

MANAGEMENT

- To provide line management of the facilities staff
- To provide/arrange the appropriate induction and training of the premises staff
- To be responsible for the maintenance of inventory in respect of the asset management system relating to equipment. To carry out an annual check of equipment against the asset management system
- To act as keyholder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. To respond to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s)
- To provide access where possible to the premises in the event of snow, flooding or similar emergency situations
- To attempt to prevent unauthorised access onto the school premises or grounds
- To monitor the cleanliness of the premises and the state of the fabric of the building, liaising with the external cleaning contractor to resolve any issues
- To produce proactive maintenance and refurbishment work to the buildings and grounds to ensure the structure, security and safety of the site.

OPERATIONS

- To arrange for the facilities team (including the postholder) to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned
- To ensure that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean
- To make arrangements for the delivery of stock, materials and other goods and their conveyance to their points of distribution
- To ensure that adequate supplies of cleaning and washroom hygiene materials and other supplies are available
- To ensure that all caretaking equipment is in a safe and working condition and to arrange for their repair as appropriate
- To prepare the school premises and site for out of school activities and clearing up after these activities.

LETTINGS

- To work with the Trust Business Manager and Trust Head of Facilities to ensure that lettings run smoothly
- To ensure the smooth and seamless running of the letting provision
- To support the Trust Head of Facilities and the Trust Business Manager to ensure appropriate and accurate billing of lettings.

HEALTH AND SAFETY

- To be responsible for proper and timely assessment of risk to health and safety, implementation of measures and arrangements identified as necessary from assessments. This is achieved by Health and Safety zonal inspection of the site, which is then compiled into a working report. Where appropriate, and with approval of the Trust Head of Facilities, to bring in external experts to advise accordingly
- To work with the Trust Head of Facilities in support of Health and Safety audits
- To ensure the site satisfies health, safety, and welfare requirements e.g., ventilation, temperature, lighting, sanitary, washing and rest facilities
- To supervise and undertake when required testing, repairs, and maintenance of portable electrical appliances according to level of competence and ensuring the relevant database is kept up to date
- To be responsible for the preparation and presentation of all necessary information/data for Health and Safety meetings
- To formulate and maintain an up-to-date library of site plans, servicing schedules and other data relating to the site and its infrastructure and that these are ready accessible

- To maintain a register of up-to date health and safety risk assessment including those for external contractors.

ROUTINE TASKS

- To be responsible for the general appearance of the sites including removal of litter and graffiti, as necessary
- To respond to all defect reports and put into action such remedial works as are necessary working within Health and Safety parameters about specific trade skills within the team
- To deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment as necessary and within the scope of the post
- To prioritise, cost, and respond to requests for minor improvements works; identify and communicate own suggestions for minor works; cost all works to ensure they represent value for money
- To seek quotes/estimates/tenders from recognised contractors for all repairs and development work in order to meet the standards set out by the Schools Accounting & Financial Regulations
- To complete all necessary paperwork associated with orders and to check relevant invoices, checking deliveries and distributing to departments
- To carry out emergency cleaning tasks, to include the removal of bodily fluids/excretions
- To be responsible for the setting out of areas of the school for specified use and to work as part of the team to ensure that any such works is carried out promptly
- To log all incidents of vandalism or unusual excessive wear and tear and to either rectify or report to the CFOO
- To be first point of contact for external security providers. Responding to emergency call outs on a rota basis with other site staff and in liaison with external key holders
- To work with the school administration team in respect of car parking and staff car parking
- To oversee the management of the trust minibuses, including arranging fuel and servicing as required
- To be willing to undertake all relevant in-service training as required and to ensure that all relevant skills/qualifications are kept up to date
- To undertake such other duties and responsibilities as appropriate to this level of post.

OTHER DUTIES

- To identify and pursue personal and professional developmental to meet the overall strategy of the Trust
- To assist in school emergencies as required, including locating relevant staff, contacting emergency services, and completing necessary documentation

- To attend relevant meetings as directed
- To act as a Fire Warden.

GENERAL

- These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in appraisals annually in line with school policy
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within school.

OTHER REQUIREMENTS

- To have an up-to date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder.....

Signature.....

Date.....

PERSON SPECIFICATION & ASSESSMENT
FACILITIES MANAGER

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE or equivalent in English and Maths as Grade C or above		X
Specialist craft qualification and or experience eg plumbing, carpentry, painting and decorating, electrician	X	
NEBOSH qualification (or part qualification with a desire to complete) or equivalent	X	
Recent and relevant professional development	X	
Valid UK Driving Licence		X
EXPERIENCE		
Premises Management experience	X	
Project Management – skills and experience of planning, risk management, data handling, logistics, productivity and performance management, prioritisation and reporting	X	
Experience of working in education settings		X
Experience of financial management, budget management, management of resources and assets		X
Line Management – experience of engaging, leading and managing teams	X	
Track record of quality and value for money procurement	X	
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Knowledge and experience of policies and procedures for premises security, repairs and maintenance	X	
Technical knowledge and understanding of heating, lighting and security systems, building management	X	
Understanding of systems for ordering of supplies, commissioning contractors, facilities management	X	
Good comprehension of surveillance systems and premises security	X	
Good comprehension of technical systems and related legislation	X	
Knowledge of Physical Resources and Information systems	X	
Experience of managing and maintaining BMS systems		X
Analytical and problem solving skills – able to process and interpret substantial technical data and apply this to inform strategy and/or effective decision-making	X	
Strong interpersonal and communication skills	X	

Ability to empathise, communicate and collaborate confidently and effectively at all levels (students, suppliers, staff, governors and senior leadership)	X	
Able to provide advice and make recommendations to the senior leadership team and trust on longer-term maintenance of the school site	X	
Excellent IT skills – high level in excel and understanding of technical infrastructures	X	
Physical skills – manual dexterity in operating equipment and minor repair work; occasional short periods of physical effort such as bending and stretching and using tools and equipment	X	
Good personal organisation and time management	X	
Able to deliver team training		X
Ability to travel in a cost and time effective manner to the trust sites as required	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Ability to relate well to parents, external agencies and the wider community	X	
High standard of punctuality and reliability	X	
Ability to motivate others and to be self-motivated	X	
Calm and organised approach to work including times when under pressure and the ability to work to deadlines	X	
Commitment to on-going personal development and willingness to undertake appropriate training	X	
Reflective and responds to change positively	X	
Understand the importance of professionalism and confidentiality	X	
Strong role model for staff and students	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedure	X	

Enhanced satisfactory DBS check	X	
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This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.