



FACILITIES MANAGER

RESPONSIBLE TO: Senior Leadership Team

GRADE: NJC M1 (points 28-31)

CONDITIONS: 37 hours per week / 52 weeks per year

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 school and its local environment.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- To keep the Headteacher, Senior Leaders, Governors and other relevant staff 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 body and taking full responsibility for all aspects of the role.
- 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 school. Comply with financial regulations, school policies, personnel procedures, service level agreements and the regulations and directives as appropriate.
- The effective and efficient deployment of premises staff, supporting their professional development and ensuring that appropriate training is provided within the constraints of the staff development budget.
- Act as School Health and Safety Officer to ensure that all practices and procedures are conducted in a way that meets all the relevant requirements.
- Identify opportunities to maximise external income for the school, including the preparation of bids for funding from external agencies and reviews of lettings management arrangements.
- To take the lead in compiling and implementing the Site Development plan.

- Manage 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.
- Work with the Headteacher and Senior Leaders in the identification and selection of support service providers (i.e. cleaning, energy) for responsible areas which provide value for money.
- To manage tenders, scheduling and contracts with trade/professional contractors to ensure that works are carried out smoothly, on time and to budget.
- To manage various premises related budget allocations, negotiating with service providers, contractors and suppliers to ensure best value are obtained.
- To work with the Headteacher and Senior Leaders and relevant staff to enhance the facilities and premises and to liaise with the finance department on the ordering of furniture, equipment, fixtures and fittings.
- To work with the Headteacher and Senior Leaders and make the necessary arrangements in connection with events/functions held at the school.
- To be responsible for all aspects of the operation and running of school vehicle(s).
- To assist the Headteacher 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.
- 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.
- To support the premises team with building maintenance related duties when necessary.
- 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 with the Line Manager.

Attendance at Governors' meetings or at any other after school meetings will sometimes be required and agreed with the Line Manager 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 Facilities Manager will be expected to ensure that her/his holidays and the holidays of the facilities staff are taken in such a way as to provide cover for the school at all times.

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

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 school.
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 school.
7. To be responsible for promoting and safeguarding the welfare of children and young persons.

DIMENSIONS:

Supervisory Management: Facilities staff and contractors

Financial Resources: Varying according to the size of the school

Physical Resources: Office and other equipment

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 the Trust by agreement with the Chief Executive.

Safeguarding Children

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. A Teaching Assistant at this level will take responsibility for pupils on placement. S/he should be involved in promoting the acceptance and integration of pupils with special educational needs and would be involved in promoting the acceptance and integration of pupils with English as a second language.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore

applicants are required to declare all unspent cautions and convictions; and any cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via www.disclosure.gov.uk

'The School 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'.

CVs will not be accepted for any posts based in schools.

Person Specification: 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.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of the management and supervision of employees performing similar work. Experience of the management and use of IT for estates practices and health and safety reporting.	1,2,5	Experience of working in a school environment is desirable for this post.	1,2
Skills/Abilities	Strong analytical and literacy skills to be able to draft reports, and understand complex written guidance. Able to communicate effectively with external agencies and colleagues. Presentation skills. Ability to work with minimal supervision and direction. Ability to adjust to constantly changing work demands and to meet competing deadlines. Ability to develop the skills of others within a structured framework. Ability to work as part of a multi-disciplinary team. Sound ICT skills. Ability to manage the performance of others. Ability to act on own initiative. Ability to make effective decisions. Consultation and negotiations skills.	1,2,3,5		
Equality Issues	Committed to the principles of equality of opportunity. Able to recognise discrimination and take action	1,2		

	within the policies and procedures of the school. Able to understand the issues for pupil's education in an urban, multi-cultural context.			
Specialist Knowledge	Knowledge of Estates Management and Health and Safety.	1,2,3	Knowledge of COSHH	1,2,4
Education and Training	Qualifications or experience relevant to the role. Competent in English/Maths. Willingness to undertake relevant training including first aid training and relevant health and safety courses.	1,2,4	NVQ4 or above in Facilities Management.	1,2,4
Other Requirements	Able to adapt to changing operational demands in terms of tasks undertaken. Able to work flexibly to meet the needs of the school (this may include some evening and weekend events/meetings). Full driving licence.	1,2		

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

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 Job-holder will ensure that the Trust's 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 (2018)
- (iv) Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.