



JOB DESCRIPTION

TITLE: Facilities Manager

SCHOOL: Woodlands Secondary School

RESPONSIBLE TO: Head Teacher/ School Business Manager

GRADE: TBD

PURPOSE OF POST: Responsible for the management and high quality delivery in relation to facilities, health and safety and premises related work over multiple sites. Working alongside the Head Teacher and School Business Manager to establish and implement short and long term strategies and plans and take the lead on site related projects.

ORGANISATION CHART: Head Teacher/ Business Manager



PRINCIPAL RESPONSIBILITIES:

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1. Management across both sites of the premises and cleaning teams, ensuring that work is completed timely and with high standards. Completing appraisals and supporting site and cleaning teams CPD and delivering whole school health and safety training when necessary.
2. Taking the lead on all site related projects/ contracts by effective communication with contractors and third parties. Ensuring works are completed to high standards and on time. Providing regular updates to the Head teacher/ School Business Manager. Ensuring contractor compliance.
3. To set up, implement and monitor short and long term site development plans. To report regularly to the School Business Manager on the plan's revisions and progress.
4. To work alongside the School Business Manager to ensure that site related budgets are used effectively and efficiently, and that costs savings are identified and implemented. To maximise income through school letting opportunities and manage lettings operation and compliance.
5. To work alongside the School Business Manager to ensure that school systems are working efficiently and effectively and to champion environmental efficiency.
6. Establish premises related processes and systems to ensure compliance to school policies, health and safety and statutory requirements and compliance. To manage and monitor all site related risk assessments.
7. To manage all aspects of the school buildings, grounds, equipment and facilities (including school minibuses). To provide expertise on all aspects of facilities and premises related work. To support the site team with premises related work when necessary.

8. To undertake any other duties reasonably requested by the Head teacher/ School Business Manager.

NB: There is also the requirement act as principle key holder and be the first point of contact for out of hours emergencies. There is also the requirement to this lead and support out of hours events such as parent evenings and governor meetings (approximately 5 per year)

DIMENSIONS:

Supervisory Management: Premises staff, contractors, cleaners

Financial Resources: Responsible for site, grounds, premises and facilities related budgets.

Physical Resources: Minibuses, cleaning equipment, tools, keys and building/ site security, hydrotherapy pools

Other: Out of hours contact for key holding security company

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.

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 also any adult 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 School / Authority.

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.'

Site Agents will be required to attend the school premises for regular and ad hoc letting, either to attend for the whole period of the booking or at the beginning and completion to ensure the security of the buildings, for which there will be additional payment. In addition some schools will require that weekend boiler and/or security checks are undertaken as part of the normal working week.

Physical Effort: The job involves a considerable level of physical effort including lifting/carrying.

Working Environment: This job involves a considerable level of outdoor working.

Person Specification

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

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

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of working in a role with similar responsibilities. Line management experience of employees performing similar work. Experience of the management and use of IT for site and health and safety practices and reporting	1,2	Experience of working in a school environment is desirable for this post. Experience of working with a swimming pool/ hydrotherapy pool is desirable for this post Experience of school related health and safety and statutory compliance	1,2,4
Skills/Abilities	Strong analytical and literacy skills to be able to draft reports, and understand complex written guidance. Strong premises related practical skills and knowledge, including health and safety and compliance knowledge. Able to communicate effectively with external agencies and colleagues. To display strong levels of initiative and self-motivation including the ability to work with minimal supervision and direction. Ability to adjust to constantly changing work demands, to meet competing deadlines and work under pressure. Ability to establish and maintain effective processes and systems.	1,2,3,5		
Competencies	Able to form appropriate relationships with young people Able to establish good working relationships with colleagues and inspire others	1,2	Able to demonstrate appropriate motivation to work with young people.	1,2
Equality Issues	Committed to the principles of equality of opportunity. Able to recognise discrimination and take action within the policies and procedures of the school	1,2		
Specialist Knowledge	Good knowledge of Health and Safety (including COSHH), compliance and statutory requirements	1,2	Pool Plant Operators course	1,2, 4

Education and Training	Qualifications or experience relevant to the role. Strong maths and English skills. Willingness to undertake relevant training including first aid training and relevant health and safety courses.	1,2	IOSH qualification (candidates without this must be willing to gain this qualification whilst in post)	1, 2, 4
Other Requirements	Able to adapt to changing operational demands in terms of tasks undertaken Full driving license	1,2 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 Luton Borough Council'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)

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.

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