

## Job Description

**Job Title:** Academy Facilities Manager  
**Salary Arrangements:** Grade SO1/2  
**Reporting to:** Facilities Business Partner  
**Response for:** Arbour Vale - Our Lady of Peace - Satellite Provision  
**Important relationships:** Students and carers, other members of the teaching and non-teaching staff, suppliers, external staff including contractors. Estates & Facilities team.

### Job Overview:

The Academy Facilities Manager will work as part of the OHCAT Estates and Facilities team. The Academy Facilities Manager is responsible for seeing that the school building and grounds are maintained to the highest possible standards. To be a fully participating member of the school community and take an active interest in the day to day running of the school. To contribute to the overall ethos/aims of OH&CAT.

### Principal Duties and Responsibilities

#### 1) Management and Administration

- a. Be responsible for planning and managing a pre-planned maintenance schedule in consultation with the Facilities Business Partner and OHC&AT Head of Estates & Facilities.
- b. Respond to all reasonable requests, commensurate with the role, as made by the OHC&AT Facilities Business Partner, OHC&AT Head of Estates & Facilities the Principal.
- c. With the OHC&AT Facilities Business Partner ensure that documentation relating to the site is kept up- to-date at all times whether in electronic or physical format.
- d. Be aware of the location of all stopcocks, gas and electricity meters. Maintain records of utilities, meter readings, health and safety, and all other scheduled maintenance checks.
- e. Liaise with contractors and other professionals as directed by the OHC&AT Facilities Business Partner.
- f. Log, monitoring and reporting any defects in the school buildings via iAM Compliant.
- g. If qualified, carry out any driving duties as required, including minibuses to support the delivery of the curriculum.
- h. Maintain and audit all tools and equipment used within the facilities are, ensuring they are in good repair and serviced.
- i. Carry out regular H&S inspections and Risk Assessments note and report findings to the Principal and iAM Compliant.

#### 2) Health and Safety

- a. Implement all aspects of the school's health and safety procedures as documented. Support the annual Health & Safety Audit and associated actions in a timely manner seeking the support of the OHC&AT H&S Co-ordinator and the Estates and Facilities team as required.
- b. Ensure that all work carried out by cleaning staff is completed with due regard to health and safety policies and regulations.
- c. Support regular emergency evacuation practices (at least termly) and keep appropriate records.
- d. Using the OHC&AT iAM Compliant, log, action and where appropriate assist in carrying out accident investigation and emergency actions. Liaise with Principal, the Facilities Business Partner and OHC&AT Health & Safety Co-ordinator to deal with emergency situations in accordance with the school's health and safety policy.
- e. Ensure compliance with all Fire Safety legislation and regulations and the OHC&AT Fire Safety Policy, including a weekly fire alarm testing.
- f. Ensure that all chemicals are stored in line with COSHH regulations.
- g. Maintain playground areas and outdoor equipment, checking their condition weekly.

- h. Grit the premises in icy weather as per the adverse weather / health and safety policy.
- i. Ensure that all portable appliances are tested annually or when any changes are made.
- j. Ensure appropriate legionella checks are carried out and recorded (appropriate training will be provided).

### 3) Security

- a. Opening and closing, unlocking and locking of school gates and site including the locking of all windows and doors.
- b. Alert the Facilities Business Partner and the Head of Estates & Facilities to any risk to a breach of security.
- c. As the key holder and as first point of contact, attend to all matters relating to the alarm system and key holder information: opening the school; disarming the alarm system; securing the school, including windows, exit doors and gates; re-arming the alarm system.
- d. Checking and securing the school premises after out of hours' intruder alarm activation.
- e. Responding to, and setting of, the school alarm, liaising with the police and Security Company.
- f. Responsibility for ensuring monthly checks of all perimeter fencing, trees, security devices, fire appliances, CCTV systems and alarm systems are conducted.
- g. In partnership with all other members of staff, maintain the security of the school site by being vigilant regarding visitors to the site and reporting any concerns to the Facilities Business Partner and Head of Estates & Facilities.
- h. Maintain a key/fob register for the site. Ensure all keys and fobs issued are signed for by staff. Document a locking and unlocking plan for the site and communicate to keyholders.

### 4) Services, Maintenance and Repairs

- a. Oversee, with the Principal, Facilities Business Partner and members of OHC&AT Estates and Facilities team, the maintenance and development of the school site, buildings and utilities.
- b. Report any defects of building, furniture, fittings and equipment via the Estates & Facilities Helpdesk or the Health & Safety reporting system as required.
- c. Ensure all routine maintenance, repairs and inspections of equipment are conducted in accordance with school health and safety regulations.
- d. Ensure the correct signs are on display e.g. fire safety, first aid signs, health & safety.
- e. Ensure that the premises are adequately heated and lit, appropriate to conditions. Take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.
- f. Undertake duties covering maintenance items and emergency repairs as agreed with the Facilities Business Partner, contacting the Estates and Facilities Helpdesk to engage contractors etc. for tasks requiring specialist skills and keeping relevant records.
- g. Undertake some external and internal redecoration to an agreed programme, including during the school holidays.
- h. Ensure repairs of lighting fixtures are carried out as required.
- i. Ensure minibuses are maintained to required standards including 12 week checks, servicing and MOTs.

### 5) Supervision of Staff / Contractor

- a. Liaise with and ensure that staff / contractors work within health and safety legislation ensuring safety of all persons using the school premises. Follow the OHC&AT Contractor sign in procedures ensuring that the asbestos plan is made available to the contractors and that hot works permits are signed and approved where required.
- b. Report any problems / concerns about the work of the staff / contractors on site to the Facilities Business Partner and ensure work carried out is of the required standard.
- c. Ensure that risk assessments and method statements are available for all work on site and where appropriate COSHH risk assessments are in place.

### 6) Cleaning and Hygiene

- a. Responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste / fox waste found on the playgrounds.
- b. Ensure that external rubbish is stored appropriately.
- c. Ensure the school playground is swept, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and all entrances.
- d. Overseeing additional cleaning that is not covered by cleaning contract, e.g. arrange window cleaning. Ensure that internal glass is cleaned and external glass at floor level.
- e. Meet the cleaning contractor on a monthly basis with the Facilities Business Partner to review the quality of cleaning against agreed schedules. Arrange for periodic deep cleans to be carried out during the holidays in line with the frequency agreed in the cleaning contract. Report any concerns relating to ongoing quality assurance of cleaning contracts to the Head of Estates and Facilities.

**7) Portage**

- a. Move furniture and equipment as necessary / required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley.
- b. Help with portage of deliveries to the site as appropriate, during on-site times.
- c. Receive goods and supplies and take to the appropriate place for storage.

**8) To arrange for the disposal of redundant furniture and equipment**

- a. To ensure that playgrounds, paths and driveways are in a satisfactory condition.
- b. Snow clearing and salting as required.
- c. Deal with the results of vandalism, advising the Facilities Business Partner on any necessary preventative measures or repair work.
- d. To remove graffiti where possible from all areas, windows and other surfaces as required.
- e. Clean floors in a timely manner using appropriate spill kits after any sickness has occurred during the School day.
- f. General supervision of the playgrounds and open areas surrounding the site

**9) Heating and Lighting**

- a. Switching off of all lights and appropriate electric plug sockets.
- b. Ensure that all lights and heating work effectively.
- c. Monitor and setting of heating controls and boilers and control the level of heating and ventilation as required by the school.
- d. Ensure that the plant room is tidy and that no flammable material is stored there.
- e. Ensure PAT testing of all electrical equipment and that they are labelled accordingly, along with a schedule of items filed in the electronic management system.

**10) Professional development**

- a. Attend school-based in-service training.
- b. Deliver in-service training to colleagues as appropriate.
- c. Take an active part in identifying and working on one's own professional development needs.

**11) Whole-school responsibilities**

- a. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the OHCAT and the school's safeguarding policies.
- b. Maintain good order among pupils and safeguard their health and safety.
- c. To follow all school policies, guidelines and procedures.
- d. To contribute to the school improvement planning and school self-evaluation process as appropriate
- e. Offer the pupils an excellent model of good relationships, attitudes and behaviors.
- f. To consider and promote environmental sustainability as part of all day-to-day school activities and procurement of products and services.
- g. Participate in the performance management process agreed in school, in line with national guidelines.
- h. To play a full and active part in the life of the school.

***Additional notes***

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

## Person Specification for the Academy Facilities Manager

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirement	Essential/Desirable
Education, Training and Work Qualifications	Recognised training/qualifications associated with caretaking/DIY activities desirable	Essential
	Driving licence (all new appointments will be required to have a clean, valid driving licence).	Essential
	Valid MIDAS training to coaching level (training available)	Desirable
	Maths and English GCSE grade C/4 or equivalent	Essential
Knowledge	Knowledge of basic site maintenance and good practice in building services, i.e. heating, plumbing, carpentry, electrical, security etc.	Essential
	Knowledge of H&S regulations and legislation include COSHH	Essential
	Knowledge of use and storage of CCTV including GDPR	Essential
	Knowledge of MS Office systems, intermediate level.	Essential
	Knowledge of Safeguarding Children and Vulnerable Adults	Desirable
Skills and Abilities	Demonstrable attention to detail	Essential

	Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.	Essential
	Good oral and written communication skills.	Essential
	Ability to relate in a professional way with a wide range of personalities.	Essential
Relevant Experience	Experience in building maintenance work and managing maintenance schedules	Essential
	Proven experience of managing contractors and contracts	Essential
	Proven experience of budget and project management	Desirable
	Experience in an educational environment	Desirable
Other Requirements	Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.	Essential
	Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.	Essential
	Able to work as part of a team; be adaptable and supportive of colleagues.	Essential

	Ability to interact with learners sensitively and flexibly	Essential
--	--	-----------

*Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.*

*Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description and Person Specification is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*