

Job Description: Academy Facilities Manager

Job Title:	Academy Facilities Manager, Brantridge
Responsible to:	OHC&AT Head of Facilities
Important relationships:	Pupils and carers, other members of the teaching and non-teaching staff, facilities business partner, suppliers, external staff including contractors.

Job Summary

The Academy Facilities Manager will work as part of the OHC&AT Estates and Facilities team. The Academy Facilities Manager is responsible for overseeing 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 the school. To contribute to the overall ethos/aims of OHC&AT.

Principal Duties and Responsibilities

1) Management and Administration

- a. Be responsible, on an annual basis, for planning and managing a planned preventative maintenance schedule in consultation with the Principal and OHC&AT Facilities Business Partner.
- b. Respond to all reasonable requests commensurate with the role, as made by the Principal, Facilities Business Partner and OHC&AT Head of Facilities.
- c. Submit help desk requests for maintenance requisitions in consultation with the OHC&AT Facilities Business Partner, only ordering materials within budget guidelines.
- d. With OHC&AT Facilities Business Partner ensure that documentation relating to the premises is always kept up to date.
- e. 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.
- f. Liaise with contractors and other professionals as directed by the OHC&AT Facilities Business Partner.
- g. Log, monitoring and reporting of any defects in the school buildings via the Estates & Facilities Helpdesk.
- h. Carry out any driving duties as required, including minibuses to support the delivery of the curriculum.
- i. Implement centralised Standard Operating Procedures (SOP) and ensure that the team are briefed.
- j. Ensure that relevant facilities risk assessments are completed and reviewed within designated timeframes.
- k. Assist in specifying and procuring premises items that maybe required by the school seeking best value, following financial guidelines and completing Value for Money and Budget Panel Forms.
- l. Raise purchase requisitions.
- m. Day to day oversight of facilities projects.

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 associate 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. Assist in carrying out regular emergency evacuation practices (at least termly) and keep appropriate records.
- d. Using the OHC&AT Health & Safety system, log, action and carry out accident investigation and emergency actions. Liaise with the Principal, Facilities Business Partner and OHC&AT Head of Health & Safety 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, recording of fire drills in the Fire Log Book.
- f. Raise any concerns and action points from fire alarm activations to the attention of senior management.
- g. Ensure that all chemicals used by the facilities team are stored in line with COSHH regulations and have the appropriate risk assessments and data sheets.
- h. Maintain playground areas and outdoor equipment, checking their condition weekly.
- i. Grit the premises in icy weather as per the health and safety policy.
- j. Ensure that all portable appliances are tested annually or when any changes are made.
- k. Ensure appropriate legionella checks are carried out and recorded (appropriate training will be provided).
- l. Ensure asbestos report is current and available, risk assessment in place and current, review termly and modified to reflect any changes, all ACMs are clearly labeled.
- m. Carry out site related risk assessment and keep appropriate records.
- n. Liaise and co-operate with Fire and Rescue services in the event of any incident.

3) Security

- a. Opening and closing, unlocking and locking of school gates and buildings including the locking of all windows and doors.
- b. Alert the Principal and the Head of 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 an out of hours' intruder alarm activation.
- e. Responding to, and setting of, the school alarm, liaising with the police and Security Company
- f. Maintenance and perusal of CCTV equipment when necessary
- g. You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in the school holidays or weekends.
- h. 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 Principal and Head of Facilities.

4) Services, Maintenance and Repairs

- a. In accordance with the site PPM schedule oversee, with the Principal and members of OHC&AT Estates and Facilities team, the maintenance and development of the school site, buildings and utilities.
- b. Ensure maintenance, repairs and inspections of equipment are conducted in accordance with defined time frame checks within the PPM.
- c. Prepare specifications and plans for PPMs, refurbishments and improvement projects and obtain quotations.
- d. Report any defects of building, furniture, fittings and equipment via the Estates & Facilities Helpdesk or the Health & Safety reporting system as required.
- e. Ensure the correct signs are on display e.g. fire safety, first aid signs, health & safety.
- f. 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.
- g. 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.
- h. Undertake some external and internal redecoration to an agreed programme, including during the school holidays.
- i. Ensure lighting is in good working order.
- j. Ensure vehicles are maintained to the required standards including 12 week checks, servicing and MOTs and clean.
- k. Ensure relevant paperwork is in place and appropriately filed.

5) Management of Staff / Contractor

- a. Plan, allocated, support and evaluate work undertaken by the facilities team, including domestic assistants, ensuring clear delegation of tasks and devolution of responsibilities.
- b. Implement and sustain effective systems for the management of staff performance, incorporating SMART objectives.
- c. Liaise with and ensure that staff / contractors work within health and safety legislation ensuring the safety of all people using the school premises. Follow the OHC&AT Contractor signing in procedures ensuring that the asbestos plan is made available to the contractors and that hot works permits are signed and approved where required.
- d. Report any problems / concerns about the work of the staff / contractors on site to the Facilities Business Partner and ensure the work carried out is of the required standard.
- e. Ensure that risk assessments and method statements are available for all work on site and that letters to proceed are issued on behalf of the school by the Estates and Facilities team.

6) Cleaning and Hygiene

- a. Responsible for overseeing the quality of cleaning and management of staff.
- b. Responsible for the safe and hygienic collection and disposal of body fluids e.g. vomit and dog waste / fox waste found on the playgrounds.
- c. Ensure that external waste is stored appropriately.

- d. 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.
- e. Overseeing additional cleaning that is not covered by the in-house cleaning team, e.g. arrange window cleaning. Ensure that internal glass is cleaned and external glass at floor level.
- f. To clean and buff the hall floor regularly and sand and reseal it during the summer break.
- g. Ensure the cleaning of toilets and toilet area is done and the replenishment of toiletries is carried out.
- h. Assist the cleaner with stock take and orders for cleaning and allied materials required by the school within established budget and ensure supplies are always available.
- i. Meet the cleaning team monthly to review the quality of cleaning against agreed schedules. Arrange for periodic deep cleans to be carried out.

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 them to the appropriate place for storage.
- d. To arrange for the disposal of redundant furniture and equipment as agreed with the Principal.

8) Site

- 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 Head of Estates and Facilities 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 and/or furnishings with the appropriate spill kit after any sickness has occurred during the School day.

9) Heating and Lighting

- a. The 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 rooms areas tidy and that no flammable material is stored there.
- e. Using appropriate PPE, replace, lighting.
- f. Ensure PAT testing of all electrical equipment and that they are labelled accordingly – check this is done annually.

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.
- d. Manage own workload and that of others to allow an appropriate work/life balance.

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. Offering 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.

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General notes

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.