



JOB DESCRIPTION

Job Title:	Area Facilities Manager
Salary:	TPAT Point 10a
Responsible to:	Director of Operations
Direct Supervisory Responsibility for:	Primary School Estate Teams
Important Functional Relationships: Internal/External:	TPAT Central Team, Estate and Facilities Managers, Site Supervisors, Deputy Site Supervisors, Site Operatives, Headteachers, Senior Leadership Teams, School Staff, Students, Parents & Carers, Suppliers, Contractors and External Professional Bodies

Main Purpose of the Job:

To provide operational expertise and diligence within TPAT's Estate in order to ensure efficient and co-ordinated service delivery for our stakeholders.

To provide safe, positive and compliant learning environments, ensuring that the facilities are professionally presented and that any site service contract is delivered in accordance with best practice and legislation.

To be responsible for short and medium term planning, implementation and high quality delivery in relation to facilities, health and safety and premises related aspects of the work for the cluster of schools and estate within your area.

To provide leadership and line management for school's sites teams and to ensure that stakeholder focused services are provided.

Main Duties and Responsibilities:

- To work in conjunction with the Director of Operations, Head of Health and Safety to ensure the schools are maintained to the highest standard through effective deployment of the site teams. To oversee all aspects of the school buildings, facilities and security.
- Ensure compliance schedules, estate reports and project updates are provided frequently adhering to the cycle of business to the Director of Operations and senior staff leads as required.
- Ensure that schools within the cluster meet all statutory obligations with regard to Health and Safety, ensuring all staff and contractors are suitably trained in Health and Safety responsibilities.
- Produce and be accountable for the delivery of facilities plans for the schools in the cluster, including site improvement projects, response times against reactive maintenance and grounds up-keep.
- Ensure proactive maintenance and development and efficient use of all sites and buildings.
- Work with colleagues to coordinate use of the facilities including lettings.
- To be responsible for the line management, day to day deployment, recruitment and conduct of estate teams.
- Ensure cluster site staff are effectively managed, supported and developed.

- Ensure effective risk management across the cluster of schools i.e. health and safety and third-party service contracts.
- Undertake risk assessments of security risks to each site (grounds, premises and contents).
- Ensure that site security is maintained at all times and that effective arrangements are in place to secure each site within the cluster.
- Liaise with contractors and school staff to co-ordinate suitable times for contractors to be on school sites, ensuring these work with the school timetable of events and are on site at times that are suitable for the school, any work that is scheduled to take place during school holidays.
- Monitor performance of service contractors and record performance against specified service contracts.
- Responsible for budget setting and monitoring in respect of repairs and maintenance across the cluster and where necessary, the implementation of cost improvement plans.
- Ensure that digital records held on software platforms of all regular checks, compliance testing and risk assessments and training are both topical and maintained.
- Obtain competitive proposals and support the appointment of contractors to carry out project tasks, planned and reactive maintenance and site services in accordance with TPAT financial procedures.
- Ensure the most efficient operation of utility systems and identify opportunities for efficiencies.
- To be responsible for good housekeeping with energy conservation.
- Liaise with the Fleet and Contracts Manager to ensure that all vehicles within the cluster are safe, maintained and checked on a regular basis.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.

- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Considering the nature of the duties and responsibilities associated with this role, the Trust may, in the interests of business, require you to perform your duties at any of its sites, either on a temporary or permanent basis. The Trust asks that you act as a team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Area Facilities Manager

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	A formal qualification in facilities management or HASAW or equivalent demonstrative skills through work experience. Health and safety qualification i.e. NEBOSH/IOSH.	Evidence of working towards wider facility qualifications i.e. COSHH. Relevant Degree. First Aid Training.	Application Certificates

Skills and Experience	Considerable experience of overseeing facility maintenance with particular knowledge of fire safety. Experience of contract management, ensuring KPI and service delivery targets are met. Experience of Health & Safety and facilities/estate/premises management. Experience of operational report writing and briefing to senior staff. Direct leadership and line management of teams of five(+) staff. Previous experience of working in an operationally demanding role. Good planning, organisational and people management skills. Understanding of relevant policies/code of practice and awareness of relevant legislation. Ability to create, maintain and analyse data and reports. Ability to relate well to young people and adults. Good listening skills. ICT skills appropriate to the role. Effective time management. Effective and efficient organisation and administrative skills. Committed to continual personal and professional development.	Prior experience of working in a multi-academy trust or school setting.	Application Interview Assessment
Specialist Knowledge and Skills	Strong working knowledge of asset and facility management. Sound understanding of legal and financial aspects of building maintenance. Excellent understanding of health and safety. Ability to manage an estates and facilities portfolio, staff and budgets.	Strong knowledge of current and legal regulatory developments in respect of construction for schools. Expert in the use of property management software programmes and ability to train others.	Application Interview Assessment

	Demonstrate ability to think strategically as well as deliver operationally. Clear evidence of a proven track record of successful stakeholder relationships. Excellent ability to communicate at all levels and simplify complex issues and concepts through presentations and written documents. Ability to train and develop an effective team. Be resilient and demonstrate an ability to work well under pressure. Able to adopt a flexible working practice. Enthusiastic, approachable with excellent interpersonal skills. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. Committed to promoting equality of opportunity and inclusion.		
Behaviours and Values	Self-motivated and able to work constructively as part of a team and as a leader. Able to adapt approach to suit circumstances and audience. A desire to facilitate achievement. Ability to work to deadlines and methodical approach to work. Ability to thrive under pressure. Ability to exercise diplomacy to resolve complex situations with the ability to positively influence others. Energy and enthusiasm.		Application Interview Assessment