

Job Description

Central Facilities Lead

Purpose of the role

Working with the Head of Estates, be professionally accountable and responsible for the strategic development and operational delivery of the full range of soft and hard FM services across the Trust, including, but not limited to, the management and provision of statutory, planned and reactive maintenance of assets, sites and buildings, ensuring efficient and reliable operations, Health and safety and compliance. Overseeing capital projects and GGLT contracts management.

Roles and Responsibilities

School Support

- Working with the Head of Estates, provide expertise, advice and support to the School Business/Operations Managers and site teams on all aspects of estates management
- Providing additional and bespoke support to the smaller site teams of the Primary Schools
- Providing strategic estates support and direction to schools, developing the estates vision to meet the current and future needs of GGLT schools
- Acting as first point of contact (adviser) for School Business/Operations Managers and contractors relating to specific maintenance, remedial, planned and emergency works as required
- Communicating with and supporting relevant site staff, including identifying and arranging relevant training, such as working at heights, COSHH, PAT testing, etc.

Asset Management and Capital Projects

- Assisting with the oversight of GGLT estates, working directly with the Head of Estates to plan and execute a management plan of the buildings/assets
- Assisting with prioritisation, delivery and reporting on capital works, and providing project management and oversight.

Compliance / Health & Safety

- Ensuring that buildings are compliant with the relevant legislation (asbestos, water hygiene, fire, etc.) and are fit for purpose through development and implementation of strategic and operational solutions to resolve issues and drive improvements (such as creating a hierarchical risk matrix for water hygiene management)
- Act as a Health and Safety champion, promoting a positive safety culture across the trust

Contracts / Contractors

- Managing contracts, including attendance at contract meetings, reporting on performance, and supporting contract integration across the Trust (such as cleaning, catering, grounds, FM contracts)
- Managing contractors, including contractor compliance checks, audits and record keeping, monitoring performance and challenging/improving performance as necessary
- Managing utilities, relevant insurance, creating estate manuals and ensuring competitive quotes on any works or contracts

- To lead elements of Trust estates service procurement, ensuring fitness for purpose, value for money and due diligence checks (such as M&E, security, and waste management)

General Duties

- To deputise for the Head of Estates as required in all estates matters
- To attend meetings as required and provide written reports
- Commitment to promote a positive risk management culture within the Trust
- To be committed to all Trust policies and procedures and actively promote them

Location / Working Environment

The post holder will be based in the Trust House office at Ashton Park School, with regular travel between all Trust schools. Some Hybrid working may be available.

Further Information

- This job description highlights the key responsibilities but this is not an exhaustive list and could be subject to periodic review. Some changes to both the Job description and duties may occur at the discretion of the Central Head of Estates
- The Gatehouse Green Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information

The post holder will maintain confidentiality and data protection, reporting all concerns to an appropriate person

PERSON SPECIFICATION

Job Title:	Central Facilities Lead	
Location:	Trust House offices and all school sites	
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> ● Mathematics and English at GCSE grade A to C (4+) or NVQ Level 2 or equivalent. ● IOSH or NEBOSH qualification ● Experience of working in an Estates Department, preferably in a supportive/advisory role ● Experienced in aspects estates compliance ● Experienced in overseeing complex and numerous properties ● Contract and project management experience ● Working knowledge of procurement principles and budget management ● Up-to-date working knowledge of Health and Safety issues, e.g. COSHH legislation, Health and Safety at Work legislation 	<ul style="list-style-type: none"> ● Education sector experience ● Member of the Institute of Workforce and Facilities Management (IWFM) or other relevant professional body ● Technical or trade qualifications
Skills and Abilities	<ul style="list-style-type: none"> ● Sound knowledge of building legislation and estate management ● Experienced in working with Estates staff and management teams ● Excellent communication, listening and problem solving skills ● Resilience, the ability to work under pressure and be able to meet deadlines to deliver agreed objectives ● Ability to adapt to changing workloads, priorities and audiences ● Excellent report writing ● Excellent organisational skills ● Proficient in all MS office and Google Docs programmes and be familiar with bespoke databases, asset management software and CMS 	<ul style="list-style-type: none"> ● First Aid trained ● Experience of using SIMS / EVERY

<p>Work-related Personal Requirements</p>	<ul style="list-style-type: none"> ● A clear Enhanced DBS is required ● Must be reliable, meticulous, flexible, decisive, good communicator, self-motivated and able to prioritise ● Ability to work with limited supervision ● Willingness to adapt and respond to the changing and varied needs of the business ● Ability to provide effective leadership which inspires and motivates others to perform well ● Ability to provide own transport between school sites. 	
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Additional mandatory requirements

*Commitment to safeguarding and promoting the welfare of children and vulnerable adults
Commitment to equal opportunities.*