

Cluster Facilities Manager

Job description and person specification

Job description

Post title: Cluster Facilities Manager

Salary: Level 3 Tier 2

Position: 37 hours per week, 52 weeks per year

Reports to: Head of business operations and facilities/Estates Manager

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To provide comprehensive support to a number of academies within Mansfield and the surrounding area, ensuring buildings and facilities provide a safe and rewarding learning environment for our students and staff.

Work closely with site teams to develop a strong understanding of the operation and management of building systems and equipment, ensuring they function effectively and efficiently. They will train, support and develop site staff through effective line management, following Trust policies and procedures.

Work with the Business Manager, Estates Manager and wider senior leadership teams to ensure all estates related matters, procedures and policies are proactively and consistently implemented and managed across all sites.

Manage compliance, health and safety for these sites, including developing of risk assessments and operational procedures, ensuring that all servicing and other statutory requirements are met.

Arrange, manage and facilitate service contracts and maintenance work as required ensuring compliance is met, maintained and effectively recorded.

Develop knowledge of other academy sites within the Trust to enable flexible working across the academies when required.

Manage, co-ordinate and develop the knowledge of the premises staff at these academies.

Key responsibilities

- The operational management and day-to-day deployment of the estates teams that support teaching and learning, business and administrative functions across the academies
- Provide effective line management for estates staff within the academies, ensuring high standards of performance and professional development.

- Be responsible for the necessary liaison, monitoring, coaching and advice on estate-related hard and soft service issues, enabling an efficient and effective estates support service
- Alongside the Business and Estates Managers, implementation of all Diverse Academies Health & Safety policies and procedures that relate to premises compliance
- Lead on Health & Safety audits, estates-related risk assessments and the development of a strong safety culture across the academies, including reporting to the academy Health & Safety Committee where required.
- Lead on day to day maintenance, small works, management of contractors and budget oversight ensuring financial compliance

Strategy and Planning

- Have an overall view of the capabilities of the academies hard and soft services and contribute to continuous improvement to meet future needs
- Develop and monitor planned and preventative maintenance schedules for each academy within the cluster, working with our appointed surveyors
- Record and log facilities defects to new works to ensure they are swiftly and corrected remediated by the construction contractors
- Work with the Estates Manager to prepare and plan for any developments of the academies and project manage their implementation.

Budget and People Management

- Manage the allocated estates operational budget and work with the Estates Manager on the capital budget. Providing a prioritised programme of maintenance work, service contract requirements and cost for budgeting purposes
- Prepare purchase orders, authorise invoices and payments for contractors in line with following agreed financial requirements
- Constantly review activities to identify possible cost saving opportunities on each academy
- Management responsibilities for estates staff, including recruitment, personal development, CPD and shift patterns

Health and Safety

- Cluster Health and Safety for estates matters reporting into the Estates Manager
- Ensure application of, and monitor compliance in line with Diverse Academies Health and Safety Policies, procedure and standard operation practices
- Have oversight of all estates inspection and planned preventative maintenance activities as required, ensuring these are carried out at the required frequencies and that any corrective actions are implemented and recorded
- Assist with developing, testing and continual monitoring of fire risk assessments, evacuation plans and procedures
- Oversee the work of external contractors on site, ensuring that effective communication is maintained and work is undertaken safely with the required RAMS and permits in place as necessary.

Asset Management Procedure

- Manage the creation and updating of an accurate inventory of all physical assets in liaison with Business and Estates Managers
- Ensure as required, assets are managed and serviced in line with the manufactures guidance and recorded appropriately
- Ensuring all assets are disposed of, in agreement and signed off by a member of senior management

Systems and Facilities

- Managing the correct operation of the BMS and M&E, along with all other system within each academy, lifts, fire sprinklers etc.
- Work closely with specialist contractors to maintain and enhance the efficiency of the BMS
- Provide training and support on the operation of the BMS systems to other site team members as and when required
- Oversight of photovoltaic installations and operations including monitoring meter readings, ensuring all statutory obligations are met
- Management and monitoring of CCTV, Security Controls and Access Systems including all alarm functions
- Manage the EV Charging systems, ensuring all statutory obligations are met
- assisting with fire risk assessments, evacuation plans and procedures and testing of equipment
- Managing the operation of the hydrotherapy pool at Yeoman Park academy including the maintenance, handling and storing of chemicals and providing training on its use

Continuity, Maintenance and Security

- Maintain and regularly review business continuity and disaster recovery plans with the Business Manager/Team Leader
- Implement and monitor appropriate physical security systems to protect each academy and liaise with associated contractors (fire and intruder alarms, CCTV)
- Keyholder duties responsible for opening and locking of the site and ensuring the security of the premises and its contents
- Attending to the intruder alarms where applicable, boarding up and making buildings secure following acts of vandalism

Support Request Management

- Ensure requests for work/faults via the electronic logging system are monitored and allocated in a timely manner. Communication to staff outcomes or delay of remedial actions as appropriate
- Analyse incidents and problem reports to help plan future development
- Highlight repeat faults or high-risk areas where alternative approaches could be taken
- Set support priorities given staff availability

Communication

- At all times work in a proactive way and communicate openly with the teams in the academies to help ensure the best possible outcomes and responses
- Keep abreast of current and future legislative issues/developments that will impact on the academies and highlight these to the Business/Estates Manager
- Negotiate with suppliers.
- Document systems and procedures
- Co-ordinate activities that may involve and impact both the Trust Catering and Cleaning Managers or their teams within the academy settings.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Professional qualification in Facilities Management, MIWFM, IML FM Level 3-4. Electrical / Mechanical.	ü		Application form
NEBOSH general certificate or similar	ü		
IOSH Managing Safely	ü		
COSHH	ü		
Experience, knowledge and understanding			
Experience within a relevant electrical / mechanical or facilities trade background	ü		Application form Interview Portfolio of work References
Ability to set and manage budgets	ü		
Experience of controlling and maintaining Building Management Systems (BMS) and control operations, maintenance and improvement	ü		
Experience of understanding, following and applying health and safety regulations and implementing procedures	ü		
Experience of providing specialist advice and guidance to a range of colleagues	ü		
Experience of managing staff, providing full supervision and training	ü		
Experience of operating hydrotherapy pools and the chemicals required			
Experiencing of managing the use of photovoltaics and have sound knowledge of the monitoring regulations	ü		
Experience of maintaining sprinkler systems and other fire safety equipment	ü		
Technical knowledge of building services and HVAC systems	ü		
Experience of managing contractors including obtaining quotes and reviewing risk assessments and method statements	ü		
Have a clean, full driving licence	ü		
Understanding of statutory testing requirements for fire safety, legionella, asbestos, electrical and plant and machinery	ü		
Experience of producing risk assessments			
Personal attributes, qualities and leadership skills			
Confident, honest, trustworthy and reliable	ü		Application
Ability to work on your own initiative, set priorities and ensure work is planned and undertaken effectively	ü		Interview
To work flexibly in terms of hours and location	ü		Portfolio of work
Ability to solve problems within area of work/knowledge	ü		
Ability to work effectively and supportively within a team	ü		

Ability to lead a team and develop staff	ü		References
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	ü		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	ü		