



DARTFORD GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE:	Estates and Facilities Manager
RESPONSIBLE TO:	School Business Leader
SALARY GRADE:	DGS8 (DGS9 may be available for exceptional candidate)
HOURS:	37 hours per week, 52 weeks per year

PURPOSE OF THE POST:

The Estates and Facilities Manager is responsible for all aspects of site management, overseeing school buildings and the grounds, health & safety compliance, site security, cleanliness, portorage, monitoring of contractors, routine maintenance and refurbishment, minor repairs, advising the Head on suggested improvements to the general school environment and to carry out pre-planned maintenance works.

The post holder will promote a culture of teamwork, encouraging hard work and positivity to ensure that the school has a high-quality site management support function in place for its staff and pupils. The post will involve helping to creatively plan and develop the vision and strategy for the school site.

RESPONSIBILITIES:

Premises Management

- To be responsible for the effective implementation of the daily housekeeping and health & safety routines of the site.
- To ensure a tidy and well-maintained school environment with high standards of cleanliness.
- To liaise with, and supervise, all contractors, monitoring their performance and ensuring work is carried out to high standard.
- To ensure that the management and maintenance of the school buildings, which include the Mick Jagger Centre, Becket Sports Centre, school field and pavilion, are effectively undertaken.
- To ensure the school site is in a good state of repair and is safe, that all buildings and facilities are clear of litter, leaves, mud and snow and that all gullies and drains are free flowing and meet high standards.
- To ensure that the Premises Team works efficiently and effectively so that the site is maintained to a high standard.
- To line-manage the Premises Team, and allocate duties, holding them to account for day-to-day maintenance and repair.
- To monitor work requests on the premises, ensuring that day-to-day maintenance tasks and requests for minor works are undertaken as efficiently as possible and actions recorded in a timely manner.

- To line-manage the cleaning staff and monitor their performance, liaising with the cleaning supervisors to ensure a clean, tidy and well-maintained school environment.
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate records/logs, where appropriate.
- To advise on a rolling programme of redecoration / refurbishment.
- To arrange and supervise repairs for small maintenance contracts and improvement schemes, including appropriate involvement in obtaining quotations and arranging / monitoring work undertaken whilst ensuring best value for money is achieved.
- To assist the School Business Leader and the Head in preparing documentation for tenders or specifications for small to medium school-led projects.
- To liaise with / instruct / supervise the grounds maintenance contractor, ensuring the school grounds are maintained to a high standard.

Health & Safety

- Ensure that all duties / working practices are carried out in accordance with all current health & safety legislation, relevant nationally and locally agreed Codes of Practice / Guidance Documents and the School's Health & Safety Policy & Procedures.
- To ensure that routine / regular maintenance service checks and statutory compliance checks on all serviceable equipment, building fabric and installations are carried out (e.g. boilers, air conditioning units, fire-fighting equipment / appliances, fire alarms, fire call points, emergency lighting, water hygiene, asbestos management etc.) and results recorded in accordance with the standards and frequencies set by the School and by legislation.
- To carry out regular, formal health & safety inspections and risk assessments including those in conjunction with the School Leadership Team / Governance sub-committee members.
- To facilitate PAT testing and keep an accurate register of portable electrical appliances.
- To compile regularly a report for the School Business Leader and Head relating to health and safety matters.
- To attend and contribute to the regular Health and Safety meetings, held throughout the year.
- To act as fire warden and lead in conjunction with the School Business Leader.

Security

- To ensure the overall physical day-to-day security of the school premises.
- To ensure that all security devices, CCTV systems, intruder alarms, etc. are tested and results recorded in accordance with the standards and frequencies set by the school.
- To attend,(acting in the capacity of a primary keyholder) to emergency callouts outside normal working hours and to liaise with the Local Authority, Police and other emergency services as necessary.
- To monitor, report, advise on and take appropriate action on all security matters and any shortcomings in security provisions, reporting issues to the School Business Leader.

General Site Duties

- To maintain any specialist school equipment, including managing the school minibuses, ensuring they are correctly serviced, maintained and safe to drive.
- To record energy and utilities readings and monitor consumption on a monthly basis.
- To plan the site team's staffing hours/patterns to provide cover for events and leasing arrangements, annual leave and unplanned absences.
- To Oversee the facilities budget.
- To attend regular meetings with the Head/School Business Leader/Governors as required.
- To be a key holder and take responsibility for all key holders, ensuring a log of keys is maintained.

Administration

- To maintain accurate records / logs of all inspections and checks carried out.
- To place orders for items relating to maintenance and cleaning housekeeping ensuring stock levels are maintained.
- To establish and maintain a prioritised list of repairs / improvements.
- To assist the Head/School Business Leader with obtaining tenders and quotes.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the role. We offer excellent training opportunities to provide support, if there are any areas that may need to be upskilled.