**Woodeaton Manor School**

***“Reducing Barriers to Expand Horizons”***

**Estates and Facilities Manager**

**Oxfordshire**

* **Application Closing Date:** 9.00am Tuesday, 15th October 2024\*
* **Interview Date**: Thursday, 17th October 2024
* **Start Date:** ASAP/1st January 2025
* **Contract Type/Hours**: Permanent, full-time, 52 weeks per year. 40 hours per week to be worked Monday to Friday between 7.30am and 4.00pm, with 28 days paid holiday per annum plus bank holidays
* **Salary**: Grade 10
* **Location of Role**: On site
* **Reporting to**: School Business Manager
* **Responsible for**: Caretaker

Woodeaton Manor School is a Foundation Special School located four miles to the north east of the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

We are seeking to appoint an experienced Estates and Facilities Manager to join our team. This is an exciting opportunity for the right candidate and further information about the role may be found below. Candidates must meet the person specification criteria to be considered. All candidates must apply using the [Application Form](https://docs.google.com/document/d/1-7yZ0SFWIQfAFArAxFcJvcJRIXF-boO-/view#bookmark=id.gjdgxs), as CVs will not be accepted. For further information, please contact [recruitment@woodeaton.oxon.sch.uk](mailto:recruitment@woodeaton.oxon.sch.uk).

**Principle Responsibilities**

* To manage the estates and facilities function across the school including the supervision of external contractors and maintaining clean, safe, and secure premises and grounds.
* To manage, maintain and develop the physical resources on site to optimise their use for staff, students, and the community to include carrying out handyperson tasks, routine maintenance and refurbishment, porterage and minor repairs.
* To support the Senior Leadership Team in their role in relation to the management and monitoring of the repairs and maintenance budget.
* To support the Senior Leadership Team in their role in relation to the strategical running of the estate and successful delivery of all capital projects.
* To consistently promote a positive health and safety culture across the school and shape health and safety policy.
* To ensure the completion of compliance testing and equipment servicing in line with the relevant regulations.

**Main Duties**

* To monitor the condition of furniture, fittings, buildings, grounds and environments; and to draw up schedules of repair, maintenance and decoration with support from the Senior Leadership Team.
* To ensure that any projects which do not come within the approved delegated budget are raised with the Senior Leadership Team to ensure they are correctly procured and reflected on the risk register.
* To obtain quotations for larger works from approved suppliers and undertake supplier benchmarking in line with school policy and procedures.
* To undertake minor repairs in-house where possible, including redecoration and DIY/improvement projects, always ensuring full health and safety compliance.
* As main keyholder, to maintain the security of the school and be responsible for the control of keys across the school and for maintaining a register of keys issued and a key log.
* To be responsible for site access and egress control systems and processes.
* To ensure all estates, facilities & health and safety paperwork is kept secure and up to date and is easily accessible for audit purposes.
* Responsibility for providing HR and School Administration Team with DBS letters of assurance for any contractors working on the site.
* To communicate with the subcontracted cleaning team regularly and raise any concerns as necessary with cleaning contractor.
* To proactively take ownership of school energy.
* To take ownership of submitting energy meter readings via the online portal and ensuring these readings are logged on the central spreadsheet and monitoring any inconsistencies in readings.
* To carry out portage duties such as moving furniture and equipment around the school and site
* To maintain the small item asset management system.
* To raise purchase orders and log goods receipts for work done when appropriate and within the delegated budget.
* To be responsible for ensuring that fleet vehicles are maintained in line with statutory regulations and the school’s policies and procedures.
* To ensure there is sufficient Management coverage across school terms and holidays to enable contractors to safely work on site.

**Cleaning**

* To carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
* To carry out emergency cleaning duties, such as gritting and cleaning up spillages
* To arrange the annual deep clean of classrooms, staffrooms, dining areas and other frequently used spaces on school premises with the cleaning contractor.
* To take responsibility of the maintenance of cleaning tools and products for site use (not for cleaning contractor), including arranging replacements and ensuring good stock levels

**Security**

* To lock and unlock the premises as required, including outside of school hours when necessary.
* To check at the end of the day that all windows, doors, and gates are locked, lights switched off and gas and electrical appliances are turned off
* To set security alarm systems, report any potential security breaches and respond to any alarms or other callouts following agreed procedures
* To carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
* To advise the headteacher on all matters relating to school security and safety.

**Health and Safety**

* To carry out/oversee risk assessments and policies related to the operational, daily H&S work of the school.
* To ensure all items such as asbestos registers, fire risk assessments, EICRs, PAT Testing, Preventative Maintenance schedules are up to date and maintained.
* To ensure that all fire systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated regularly.
* To carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment and any hazards on school premises; report any problems to the Headteacher
* To schedule appropriate fire and lockdown drills in coordination with the Senior Leadership Team and to take a proactive role in leading the response in these situations.
* To ensure safe access to the site in cold/adverse weather conditions.
* To ensure that all school staff health and safety training records are kept up to date.
* To work with any appointed health and safety adviser on an ad-hoc basis to ensure full site compliance.
* To assist in the supervision, training, and development of school staff, including the delivery of the site health and safety induction for new starters

**Safeguarding**

* To be committed to the safeguarding and promotion of the welfare of children and young people
* To comply with school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and equal opportunities; and to report all concerns to an appropriate person

**This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.**

**Person Specification**

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| criteria | qualities |
| **Qualifications  and Training** | **Essential**   * English and Maths GSCE’s at grade 4-9 (A\* - C) or equivalent.   **Desirable**   * Health and safety at work qualification (Managing Safety IOSH) or is willing to work towards this qualification. * Legionella responsible persons and asbestos responsible persons training or is willing to work towards this qualification. * Specific trade experience i.e. plumbing, electrical, carpentry or building work/services. * Previous experience of working within an education/school environment. * SSSTS (site supervisors safety training scheme) or SMSTS (Site Managers Safety training scheme). * Undertaken either a MIDAS Training scheme, have a D1 category on their license or be willing to achieve one |
| **Experience and Skills** | **Essential**   * Relevant estates and facilities site management experience of a large site * Experience of direct line management including managing performance, driving standards, and liaising with relevant stakeholders. * Ability to undertake minor site improvement works where necessary. * Experience of managing budgets and understanding estates spending trends * Multi Skilled in all aspects of basic building maintenance. * Good knowledge and understanding of Health and safety management systems. * Computer literate, the ability to use a range of Microsoft products, as part of the day-to-day work.   **Desirable**   * Basic knowledge on financial systems and budget management software. * Basic knowledge of asset management systems. |
| **Personal Attributes** | **Essential**   * Ability to work effectively and independently without supervision. * The ability to establish a strong leadership role. * Proactive, and supportive approach to staff and stakeholders. * Taking a proactive approach to observing the daily operations of the site and being vigilant to risks. * The ability to lead a motivated and positive team. * Works well in a fast-paced environment and calm emergency situations * Adaptable to change. * Tidy and well organised. * A commitment to safeguarding and promoting the welfare of children and young people. * A good sense of humour. * Strong verbal and written communication skills. * Able to prioritise, and plan work out in advance in an organised manner. |
| **Other** | * Confident in undertaking work at height, manual handling and physical work * Successful completion of DBS and other pre-employment checks |

**Woodeaton Manor School is committed to safeguarding and to promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Our recruitment and selection practices reflect this commitment and the offer made to the successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant’s most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.**

\* We reserve the right to close this advertisement earlier if we receive sufficient applications ahead of the closing date.