

# Job Description

|                                |  |
|--------------------------------|--|
| <b>Post Title:</b>             | Estates & Facilities Manager – Conyers School & Sixth Form   |
| <b>Grade:</b>                  | Grade K – SCP 27 – 30  |
| <b>Hours:</b>                  | 37 hours per week – Whole Time   |
| <b>Reporting Relationship:</b> | Head of School   |
| <b>Job Purpose:</b>            | <p>To work with the school leaders and trust estates team to deliver compliance, training, contractor management, quality assurance and Health and Safety Management.</p> <p>To oversee the management of day to day operations of the school estate including line management responsibilities for the Facilities team which includes Catering, Cleaning and Site Teams and ensure the school is operational during school term and school holidays.</p> <p>To deliver the Sites’ assets and maintenance in line with Trust strategy and Site needs.</p> <p>Acting as Health and Safety Officer and Responsible Person (Fire Officer) for the site</p> <p>Maintain and develop appropriate health and safety strategies to ensure school complies with current legislation and HSE guidance and ensure the Trust H&amp;S policy is implemented at all times and communicated with all school staff.</p> |

## **MAIN DUTIES/RESPONSIBILITIES**

### **Main Duties:**

- Act as the main Health and Safety Officer for the site, ensuring a safe working and learning environment in accordance with relevant legislation.
- To ensure quality of teaching and learning is supported by the quality of the school site.
- Responsible for the performance management of staff and ensuring that staff receive appropriate and adequate training.
- In conjunction with the site team, responsible for ensuring the security of the site and buildings both in term time and school holidays.
- Continuously develop & manage a programme of scheduled routine and emergency works.
- Management of a significant premises budget and catering budget and ensuring that resources are used effectively and inline with academies handbook and the Trust finance procedures.

### **Health and Safety:**

- Acting as Health and Safety Officer and Responsible Person (Fire Officer) for the site
- Maintain and develop appropriate health and safety strategies to ensure school complies with current legislation and HSE guidance and ensure the Trust H&S policy is implemented at all times and communicated with all school staff.
- Systems are in place to enable the identification of hazards and risk assessments, in particular for asbestos management.
- Regular consultation and reporting occurs on health and safety issues through an effective health and safety committee with key departments and personnel within the whole school setting
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and a culture of positive risk management is developed and embedded

across all areas. - This may include undertaking individual staff risk assessments and PEEPS for staff and students within Conyers School.

- Undertake health and safety checks across all areas of the school and ensure Action Points raised by external audits are addressed in a timely manner.
- Ensure accident/near miss incidents are effectively investigated and reported.
- Ensure safe storage of materials and liquids in line with COSHH requirements.
- Ensure contractors and others carry out work on school premises in accordance with any appropriate health and safety standards.

### **Operational Planning:**

Ensuring the maintenance of the site, including:

- Organise, maintain and direct teams for repairs, refurbishment and maintenance that can be done in-house and ensure the school estate is in good working order and a good state of repair.
- Procuring and managing contracts to ensure that safety tests are carried out at the requisite intervals including asbestos, electrical, fire safety, gas safety, lift & hoist safety, water safety and specialist teaching equipment.
- Procuring and managing maintenance contracts and ensuring that regular servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried-out.
- Acting as budget holder for those areas of delegated responsibility, (such as repairs and maintenance and health & safety) ensuring that all expenditure is within budget limits ensuring that and that procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.
- Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.
- Overseeing new building and refurbishment programmes in conjunction with the Trust Estates Director and acting as a point of liaison between contractors and the school.
- Develop and implement a planned maintenance programme along with any premises improvement projects, to include obtaining planning and building approval, design, specifications, quotations and managing contracts on site. Liaise with Stockton Council and other agencies as required.
- Controlling litter, disposal of rubbish and redundant equipment
- Overseeing the annual grounds maintenance contract (Trees, grass cutting, hedges)
- Preparing the site for, and on occasion attending, major events to ensure their smooth running (for example open evenings, events etc).
- Be the initial point of contact between Spark Sport and the Facilities team to ensure that the school is prepared and site security is maintained for out of hours and community lettings.

### **Fire and Security**

- As the designated Fire Officer, ensure that all fire safety systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated.
- Develop and maintain the school fire safety strategies and liaise with external H&S consultants on the schools fire risk assessment.
- Develop, control and co-ordinate emergency evacuation procedures including:
  - Fire drills (with Executive Team)
  - Training and deployment of fire wardens
  - Review and update of Business Continuity and Emergency Plans (with Executive Team)
  - Personal emergency evacuation plan (PEEP) strategies for people with disabilities (with PEEP Assessor/SEN Team)
- Ensure school and non-school personnel are fully aware of all fire safety and evacuation.
- Ensure premises/buildings are locked/unlocked at appropriate times.
- Be a key holder attending out of normal working hours when required.
- Ensure safe access to premises appropriate to conditions.
- Maintain traffic and parking policy to ensure site traffic is managed and appropriate

**Catering:**

- Supporting the Catering manager in ensuring that all health and safety procedures are robust and all catering staff follow the H&S guidelines at all times.
- Ensure, alongside the Catering Manager, that the school kitchen provides the necessary provisions during school term time, operates efficiently and within budget.
- Support the catering manager in ensuring all staff undertake relevant training

**Cleaning:**

- Supporting the Cleaning supervisor in ensuring that all health and safety procedures are robust and all cleaning staff follow the H&S guidelines at all times.
- Ensure, alongside the cleaning supervisor, that the school is always kept in a good state of cleanliness and operates efficiently and within budget.
- Support the cleaning supervisor in ensuring all staff undertake relevant training.

**Team Management:**

- To line manage and be responsible for the whole Facilities Team at Conyers School which comprises of the Catering, Cleaning, Site Teams
- Undertake appraisals, absence management and liaise with the school and HR departments on staffing matters
- Monitor and oversee annual leave allowances for the facilities teams and ensure the school remains operational throughout the year.

**Sustainability:**

- Input into the Sustainability strategy of the Trust and help promote measures to reduce the carbon footprint of the Trust.
- Oversee the recycling and correct disposal of waste materials to comply with regulations

**Support the Running of the Trust Estate:**

- As a positive team member, work collaboratively with the Trust Estates Team delivering against Trust Estates objectives.
- To work with the Trust Director of Estates to support the Estates Teams throughout the Trust.
- Assist the Director with identifying possible sources of funding for the school estate and associated completion of forms for relevant applications.
- Take on responsibility for specific elements of Trust work as agreed with the Director of Estates.

**General Accountabilities:**

- Attend staff meetings as required, receive supervision, training and professional development, staff reviews, negotiate and work towards targets and deadlines agreed with the Job Title.
- Being involved in recruitment processes, staff development and performance appraisals.
- To participate in annual performance review and undertake INSET relevant to the post as required.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

# Person Specification

|                                       | Essential    |  |                  | Desirable    |  |                  |
|---------------------------------------|--------------|--|------------------|--------------|--|------------------|
|                                       | Criteria No. | Attribute  | Stage Identified | Criteria No. | Attribute  | Stage Identified |
| <b>Qualifications &amp; Education</b> | E1           | GCSE English and Maths A-C or equivalent   | AF,C             | D1           | IOSH/NEBOSH or equivalent Health & Safety qualifications   | AF,C             |
|                                       | E2           | Demonstrable commitment to ongoing continuous professional development   | AF, C, I         | D2           | First Aid qualification  | AF,C             |
|                                       |              |  |                  | D3           | IOSH Membership  | AF, C            |
| <b>Experience &amp; Knowledge</b>     | E3           | Broad range of experience within estates, premises and health and safety, including budget and line management responsibilities  | AF,I, R          | D4           | Experience of working in an academy trust, local authority or independent school in a site management role | AF, I, R         |
|                                       | E4           | Working knowledge of Health and Safety Legislation relating to the post including Asbestos, Legionella, Fire Safety and experience developing a Health & Safety Culture within the workplace | AF,I, R          | D5           | Experience of following purchasing and other financial procedures  | AF, I            |
|                                       | E5           | Experience of managing building projects and service contracts.  | AF,I, R          | D6           | Understanding of building maintenance & security requirements  | AF, I            |
|                                       | E6           | Procurement experience from quotes for minor works and up to and including larger value framework and direct awards.   | AF,I, R          | D7           | Knowledge of Schools and issues relating to Education  | AF, I            |

|                                | Essential  |  |                  | Desirable    |   |                  |
|--------------------------------|--|--|------------------|--------------|---|------------------|
|                                | Criteria No.   | Attribute  | Stage Identified | Criteria No. | Attribute   | Stage Identified |
| <b>Skills and competencies</b> | E7   | Ability to work under pressure, remain calm in difficult situations, plan own workload and be aware of other colleagues' priorities  | AF,I, R          | D8           | Proven contract management  | AF, I            |
|                                |  |  |                  | D9           | Knowledge and experience of finance/contract procurement  | AF, I, C         |
|                                | E8   | Builds effective working relationships at all levels within an organisation and with external partners and the ability to communicate well, both orally and in writing to a wide range of audiences. | AF, I, R         | D10          | Able to analyse and interpret complex data and present such information to a variety of audiences   | AF, I            |
|                                | E9   |  |                  | D11          | Basic knowledge in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating | AF, I, C         |
|                                | E10  | Ability to lead and work successfully as part of a team, taking responsibility and prioritising workloads and meeting challenging deadlines.   | AF,I, R          |              |   |                  |
|                                | E11  | Highly motivated and able to analyse and problem solve   | AF,I, R          |              |   |                  |
|                                | E12  | Excellent organisational skills  | AF,I             |              |   |                  |
| E13                            | Good IT skills including the use of Google & Microsoft software including the ability to write clear, concise and accurate reports | AF, I, T   |                  |              |   |                  |

|                             | Essential    |   |                  | Desirable    |   |                  |
|-----------------------------|--------------|---|------------------|--------------|---|------------------|
|                             | Criteria No. | Attribute   | Stage Identified | Criteria No. | Attribute                                 | Stage Identified |
| <b>Personal Attributes</b>  | E14          | Keen to develop professionally and learn new skills and inspire others to do the same             | AF,I             |              |   |                  |
|                             | E15          | Ability to use discretion and have an understanding of the importance of Confidentiality.         | AF,I, R          |              |   |                  |
| <b>Special Requirements</b> | E16          | Ability for some heavy lifting, physical fitness appropriate to the tasks required                | I                | D12          | Additional driving License qualifications | AF,C             |
|                             | E17          | Suitable to work in a school with children/young people   | AF, I            |              |   |                  |
|                             | E18          | Driving licence and use of own vehicle  | AF, I, C         |              |   |                  |
|                             | E19          | An ability to fulfil all spoken aspects of the role with confidence through the medium of English | AF, I, C         |              |   |                  |

| Key | Stage Identified |
|-----|------------------|
| AF  | Application Form |
| C   | Certificates     |
| T   | Tests            |
| P   | Presentation     |
| I   | Interview        |
| R   | References       |
| D   | Disclosure       |