



<u>Job Description:</u>	Estates and Facilities Manager
<u>Work Directed by:</u>	Headteacher
<u>Team Leader:</u>	CFO
<u>Line Manager for:</u>	Premises Team, Cleaning Team Leader
<u>Liaison with:</u>	Staff, suppliers, contractors, outside agencies, Governors' Estates Committee
<u>Purpose of the Post:</u>	To be responsible for the strategy, maintenance, housekeeping, organisation, security, development and health and safety of the school site
<u>Pay Range:</u>	Scale 9/10
<u>Time Allocation:</u>	Full time – 37 hours per week 9.00 a.m. – 5.00 p.m. Hours may vary to suit the needs of the school

Duties:

A. Line Management

- Plan and manage the work programme of all members of the premises team, including the allocation of duties and hours of work and the completion of time sheets
- Provide and/ or arrange for the appropriate induction and ongoing training of the premises team
- Conduct regular performance reviews for each member of the premises team
- Monitor the efficiency and quality of the team's work to ensure that the highest possible standards are achieved
- Be responsible, together with a member of the SLG, for the recruitment and selection of premises staff

B. Facilities Management

- Ensure all stakeholders receive appropriate communication and support at the expected standard
- Manage the routine and non-routine opening and closing of the premises and grounds
- Manage a robust cleaning and maintenance plan for the site (buildings and grounds)
- Organise the premises team to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned
- Assess the school's requirements regarding furniture and order, as required, within the allocated budget
- Ensure the site is prepared for school and after school activities and reset afterwards
- Ensure that in emergency situations and incidents (fire, inclement weather, forced entry or accidents, etc.) the safety of all persons on site is assured and, where possible, the school is able to continue to function smoothly.
- Communicate site instructions and information to relevant parties as necessary e.g. early closures
- Oversee the school lettings programme

C. Health and Safety

- Assume the role of the school's Health and Safety Officer



In conjunction with the Compliance Officer:

- Ensure the implementation of, and compliance with, appropriate Codes of Practice.
- Manage a register of statutory inspections and ensure servicing and maintenance is undertaken as required
- Ensure all incidents are followed up and relevant policies and procedures are in place
- Ensure the school is fulfilling landlord responsibilities for the School House and undertake regular inspections to ensure any occupier is complying with their occupancy agreement

D. Strategic Estate & Asset Management

- In conjunction with the Headteacher and Compliance Officer, develop and manage the delivery of the school's Asset Management Plan
- Ensure procedures are in place to inspect the premises and service all premises related equipment to maintain the school to a high standard
- Prepare, implement and communicate the annual maintenance programme to ensure that health and safety standards are maintained
- Support the Compliance Officer in developing/ monitoring policies in relation to the site.
- Determine and produce the specifications for works to be undertaken by contractors and to ensure that work is undertaken to an appropriate standard
- Liaise with consultants during the planning and execution of major building projects
- Establish and manage a list of preferred suppliers
- Attend meetings of the Governors' Estates Committee to advise on the maintenance and development of the premises
- Manage and review the minibus fleet

E. Finance Management

- Manage agreed budgets, ensuring that financial procedures are followed at all times and that all purchases are within budget
- Ensure site purchasing decisions are compliant with the Procurement Act and other legislation.

F. Security

- In conjunction with the Compliance Officer, establish strategies and procedures to ensure the site is a secure and safe environment
- Manage available resources effectively in relation to security e.g. CCTV, perimeter fencing, lighting etc.
- Effectively manage access to the school site and premises – including vehicles, visitors, staff and students

The post holder will need to work closely with the Compliance Officer to effectively deliver the task outlined in this Job Description.

Carry out any other reasonable tasks as may be required by the school.

The duties may be varied by the Headteacher and/or Governing Body in a manner compatible with the post held in order to meet changed circumstances