

Job Description for the Post of Facilities Business Partner, Orchard Hill College & Academy Trust

Reports to: Head of Facilities

Evaluated grade: PO3/PO4

General Job Purpose:

- Provide oversight and management of the facilities operations for an OHC&AT Hub of school and college sites.
- Work collaboratively with local / on-site facilities staff, providing SME advice, sharing best practice and ensuring efficient and compliant operation of premises through a matrix management structure where on-site premises team report to the academy or college leadership team.
- Provide advice to academy leadership teams and facilities staff on complex facilities management matters.
- Support teaching and learning by ensuring that OHC&AT buildings and grounds are maintained to a high standard.
- Manage Trust contracts in collaboration with local premises staff including cleaning, catering, fire safety and security.
- Work across the Estates and Facilities function liaising with the facilities administration team and local facilities staff to plan and carry out routine maintenance, minor repairs and refurbishments.
- Ensure that quotes are obtained for all maintenance and small/medium sized projects ensuring that finance regulations are followed. Prepare budget panel requests, value for money forms and liaise with the procurement team where tenders are required.
- Provide cover for other Hub Facilities Business Partners as required. Ensure compliance is maintained across all locations within the designated Hub and undertake compliance audits across the Trust in conjunction with other Hub Facilities Business Partners.

Key Responsibilities:

Facilities Management:

- To ensure the efficient day-to-day running and maintenance of our school sites. Considering environmental sustainability and best value when carrying out works.
- To assist with the planning of the work of the local / on-site facilities teams, to manage a comprehensive planned preventative maintenance program, which will include regular inspection and assessment of buildings, fixtures, furniture and grounds to monitor safe working practices.
- Oversee insurance inspections at Trust and College sites within the allocated Hub ensuring that all defects/actions are resolved in a timely manner.
- Support academy and college sites with the preparation of Budget Panel and Value for Money requests.
- Work with the local / on-site facilities team to deliver small projects between £5,000 and £50,000 ensuring compliance with CDM regulations, health and safety based requirements and managing the project budget.
- To carry out duties in line with OHC&AT Policies including the Health & Safety Policy and the Fire Policy as necessary.
- To work with the Head of Health & Safety on health & safety matters, responding to queries and questions from staff members and liaising with appropriate agencies.
- Manage central contracts including cleaning, catering, grounds etc managed to KPIs
- To ensure a safe environment for staff, students and visitors to Trust sites, undertaking safety audits, compliance checks and assisting with risk assessments as necessary.

Management

- Provide effective line management for on-site premises colleagues who do not report directly to the academy or college leadership team.

- To supervise the facilities team, taking responsibility for managing performance, induction, absence.
- To deputise for the Head of Facilities and other Facilities Business Partners.

Building Management

- Ensure that key holder details (on call lists) are regularly reviewed to enable effective building security, opening and closing of OHC&AT buildings. Maintain records of locking and unlocking procedures for each site.
- Maintain a central repository of keys for all OHC&AT sites in the allocated Hub to facilitate access for maintenance and emergencies as required.
- To ensure facilities and grounds are maintained to a high standard.
- To be aware of, and current on, legislation pertaining to fire safety, legionella, gas safety, electrical safety, and asbestos.
- To supervise and monitor contractors in their work, having regard to Health and Safety policy and Construction Design Management regulations.
- To advise on matters relating to sustainability, energy management and conservation.
- To monitor the Asbestos Register and ensure that the register is updated. Manage contractors to ensure that they sign to confirm awareness before commencing works.

Administration

- Under the direction of the Director of Estates and Facilities and/or Principal/Head of Centre, obtain quotes from external contractors.
- Oversee all surveys including DfE condition surveys and condition surveys arranged by OHCAT.
- Provide a training programme for facilities staff including access to Educare training and external training providers including manual handling, legionella management, COSHH and ladder training.
- To support regular Health and Safety inspections and risk assessments carried out by the Trust's Health & Safety team and insurers.

Other responsibilities

- To regularly discuss and agree priorities with the Head of Facilities and Principal to ensure the efficient and smooth running of the academy and college sites.
- To work collaboratively with the Asset Manager to ensure the vehicle fleet for all vehicles within the allocated Hub are managed and maintained in line with legislative requirements including servicing, MOTs, and Permit 19 checks.
- To be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality, reporting all concerns appropriately.
- To participate in training and other learning / development activities as required
- To establish constructive relationships and communication with contractors and other agencies/professionals.
- To treat all users of the College and Academies with courtesy and consideration.
- To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
- To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

Student Facing Duties:

During your regular visits to school and/or college sites, it may be that you are expected to assist with student facing duties, for example during an emergency when other staff are called away. Such duties might include, but are not limited to:

- Supervising students, both children and adults, whilst they wait for other staff/their parents or carers to return.
- Leading students, both children and adults, to evacuation points during a fire drill or an emergency.
- Helping to search for students, both children and adults, who have absconded or become lost outside of the premises.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Facilities Business Partner, Orchard Hill College & Academy Trust

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Education, Training and Work Qualifications	Recognised training/qualifications associated with facilities management	Essential
	Driving licence (all new appointments will be required to have a clean, valid driving licence)	Essential
	Valid MIDAS training to coaching level (training available)	Desirable
	To hold or be willing to work towards the Institute of Workplace Management qualification in facilities management	Essential
	To hold or be willing to work towards NEBOSH or IOSH qualification	Essential
Knowledge	Knowledge of basic site maintenance and good practice in building services	Essential
	Experience of managing Building Management Systems	Essential
Skills & Abilities	Proven experience of managing a team	Essential
	Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved	Essential
	Good oral and written communication skills	Essential
	Ability to relate in a friendly way with a wide range of personalities	Essential
	Contract Management	Essential

Relevant Experience	Experience in building maintenance work	Essential
	Experience of supervising staff	Essential
	Experience of driving minibus up to 17 seats	Desirable
	Experience in an educational environment	Desirable
Other Requirements	Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety	Essential
	Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items	Essential
	Able to work as part of a team; be adaptable and supportive of colleagues	Essential
	Ability to interact with learners sensitively and flexibly	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*