JOB DESCRIPTON: FACILITIES MANAGER

Name:
Line Manager: **Deputy Head Teacher**
Grade: **H , from Point 14 (£23,484) to Point 20 (£26,446), depending on experience**

Main Purpose of Job

Responsible to the Head Teacher, Deputy Head and Governing Body for the efficient and effective management of the site and related functions. This will involve:

- Contributing to the overall/ethos/work/aims of the organisation
- Leading and managing the site staff and site contractors (including cleaners)
- Being accountable for the general maintenance and upkeep of the site and buildings, managing building/repair works in liaison with the Line manager and keeping appropriate logs, records and reports
- Taking responsibility for the security of the site from the start to the end of the school day
- Taking a lead role in Health and Safety
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs

Main Responsibilities

Organisational Effectiveness

Leading on Site Management in a way that secures organisational effectiveness and continuous improvement by:

- Understanding and supporting the culture, ethos, policies and aims of the school
- Understanding and adhering to safeguarding principles and practices in the school and identifying the named person leading on Child Protection
- Conducting yourself in your work to reflect the mission statement of the school and its commitment to achieving good outcomes for all of the pupils
- Complying with systems, policies, procedures and resource constraints
- Ensuring that the site is managed lawfully, ethically and morally
- Understanding, supporting and contributing to the organisation's self-review process and improvement/development plan



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Building and Site Maintenance

Manage a range of services to ensure the school is a clean, warm, safe and secure environment to work in by:

- Planning and managing relevant services and contractors to ensure agreed standards are met for repairs, emergencies and general maintenance and that services are delivered on time and within budget
- Monitoring projects and contracts in a planned way
- Dealing with problems and assessing risks
- Recommending and implementing actions for improvement that meet the organisation's needs

Health, Safety and Security

Ensuring that the organisation meets the required standards for Health, Safety and Security and that robust monitoring takes place in order to secure the highest standards and seek continuous improvement by:

- Identifying your, and the organisation's, responsibilities and liabilities under Health and Safety Legislation, environmental and quality standards, and keeping yourself up to date with them
- Assessing the resources required to meet health, safety, environmental and quality standards and ensuring they are in place
- Ensuring all health & Safety checks are completed and recorded in a timely manner and kept up to date
- Demonstrating that your own actions reinforce the messages in the organisation's health and safety and environmental policy statements
- Ensuring appropriate systems and procedures are in place to accurately record breaches In health and safety and environmental requirements and that these are reported as appropriate
- Identifying where improvements can be made to health and safety, environmental Impact and quality and recommend actions for change
- Ensuring adequate security of the building and premises at all times

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Professional Relationships

Developing productive relationships with others when managing the site by:

- Consulting and communicating effectively with stakeholders in the school (including relevant colleagues, line manager, parents, external contractors, hirers and Governors)
- Managing conflicts, misunderstandings and disagreements to ensure that the school's needs are met
- Seeking line manager support where necessary and appropriate
- Reflecting on the effectiveness of professional relationships and identifying where
- improvements can be made

Leading and Managing people

Ensure that Site Staff have the skills, work well in a team and perform their role to an acceptable standard by:

- Maintaining the productivity and efficiency of the team through appropriate supervision and delegation
- Regularly reviewing the performance of members of your team, recognising effective practice and dealing with underperformance in line with your organisation's policies
- Assessing requirements for training and CPD according to staff performance and implement as appropriate

Manage resources efficiently

Develop effective strategies for energy and resource management that reduce the organisation's carbon footprint and encourage the efficient use of natural resources by:

- Communicating to your line manager and other stakeholders the long-term benefits of making improvements to energy efficiency of buildings and facilities
- Contributing to the development of effective strategies for energy management, including those required to upgrade energy efficiency, that are sustainable and take account of identified best practice
- Ensuring that, where appropriate, the sources of energy used are renewable and, where possible, sustainable, taking into account cost-effectiveness, regulatory and legal requirements

- Reviewing buildings and facilities to identify where improvements can be made to energy efficiency
- Minimising demands on natural resources such as water and energy
- Making the most efficient use of materials, equipment and consumables in facilities management practice
- Encouraging and managing recycling across the organisation
- Contributing to the development, implementation and revision of sustainability policies and practices
- Adopting an approach to site management that impacts positively on the local and wider Community

Lettings (all)

- To liaise with the Academy leadership team over lettings and bookings of premises
- To oversee the supervision of lettings, liaising with hirers and providing assistance as required to ensure the smooth running of lettings
- To ensure that furniture, materials and equipment are provided as required in the letting agreement and replace afterwards
- To ensure that the areas used are clean and tidy before and after use
- To ensure that instructions and requirements as outlined in the current Governors regulations for the use of educational premises are carried out
- To ensure that during lettings the normal daytime duties in this job description are carried out with particular attention being paid to security
- To submit all overtime claims to head teacher for approval and signature
- All duties must be carried out to comply with: -

  The Health & Safety at Work Act 1974

  Nationally agreed Codes of Practice which are relevant

Other

- Undertake such other duties as the Head Teacher/Deputy Head Teacher from time to time may direct

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General duties applicable to all staff employed at the School:

Duty		Description
A	School policies	To undertake all duties and responsibilities in accordance with Maplefields policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person
B	Training & professional development	To take full responsibility for personal professional development and training
C	Performance appraisal	To participate in the Maplefields Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the Maplefields and Departmental Strategic Plans
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work
E	Probationary period	The post holder should be able to do the job competently after 6 months

This is a description of the job as it is at presently constituted.

It is the practice of Maplefields Academy to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Maplefields Academy aim to reach agreement on reasonable changes, but if agreement is not possible the Maplefields Academy reserves the right to insist on changes to your job description after consultation with you.