

# Brackenfield SEND School

## Job Description: Facilities Manager Grade 8

### Post Objectives

To effectively coordinate site services, maintenance and improvements of the school grounds. This includes health and safety, security, cleanliness, service contracts, contractor management, managing routine maintenance and repairs, refurbishment, and vehicle Management compliance.

Work with the Head Teacher and Business Operations Manager (BOM) to support with building and repurposing works. Support BOM with capital projects.

### Reporting to:

Responsible to: Business operations Manager (BOM) & Headteacher

Line Manager: Business Operations Manager

### Working Time

37 hours per week / 52 weeks Contract

## PRINCIPLE RESPONSIBILITIES

### Premises Management

- To monitor the maintenance and repair of both school sites.
- With the Input of BOM, prepare and regularly review a maintenance plan for the building and grounds. Create work plans for team and schedule accordingly.
- Review weekly reports of compliance activities, premises Issues raised and Contracts from EVERY System.
- Prepare work schedules of redecoration / repairs / deep cleaning and external contractor work.
- Ensure compliance across all aspects of premises/utilities/services i.e. legionella checks, water temperature, heating and lighting.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out such as boilers, LOLER, air conditioning units etc. and recorded on System
- Maintain the register for premises assets.
- To ensure all waste, recycling and surplus materials is disposed of, following guidance.
- Ensure that the cleaning and caretaking team maintain the school environment to high standards and is always clean and welcoming.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out such as boilers, air conditioning units etc. and results recorded
- To conduct regular checks of the of cleaner's zones, feeding back and arranging additional cleaning work as required.
- Ensure stock levels for housekeeping are maintained following the school ordering process
- To manage the provision of a portering and furniture moving service as required in order that school activities can proceed

## Strategic Building Management

- To advise the Business Operations Manager on ongoing improvement and capital projects for whole school improvement building and refurbishment works.
- To order and supervise repairs and maintenance contracts, ensuring best value for money is received by following financial regulation procedures.
- To Support BOM with building and improvement developments working with contractors and professionals (such as architects, building compliance, planning consents, DCC landlord etc) and providing information for necessary stakeholders such as governors.

## Security

- To be responsible for the security of the premises, liaison with the school security key holders / local police and other emergency services as necessary.
- Maintain key holder and alarm fob register.
- Attend site as key holder should it be required
- To be responsible for overseeing the locking and unlocking of both sites through team.
- To ensure all checks are completed on a regular basis all perimeter fences, security devices, fire appliances, CCTV systems and alarms and records kept.
- To monitor, report and advise BOM on all security matters.
- Maintain the register for premises assets.

## Health & Safety

- Ensure that all policies and procedures related to health and safety are relevant, complied with and regularly reviewed.
- Ensure that the School buildings meet H&S standards and that facilities comply with central and local government legislation.
- Conduct regular premises checks and Termly H&S Audit with the BOM accountable for H&S at School
- To ensure safe access to the school in the event of snow, ice or flooding i.e. gritting/snow clearing
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- Manage the Asbestos Register and complete the annual checks. Ensure the school's asbestos training is regular and compliant.
- Provide Health & Safety guidance to staff/visitors/contractors, where necessary.
- Oversee all aspects of fire safety such as testing of fire call points, emergency lighting and firefighting equipment
- To support the SLT to ensure the fire evacuation plan is compliant and effective for the needs of service users.
- Maintain Risk assessments with regular reviews.
- Liaise with the Fire Service and other professionals as needed
- Ensure the fire alarm is always working and active
- Monitor and review COSHH Inventory and Risk assessments and safe storage, monitor hazardous substances being brought into the School.
- Manage the Asbestos Register and complete the annual checks. Ensure the school's asbestos training is regular and compliant.
- Ensure anyone who is driving the school vehicles have the necessary qualifications and arrange the necessary training or tests
- Contribute to termly H&S meetings.
- Play an active role in fire evacuation duties.

- Contribute to the critical incident and disaster recovery plan

### **Finance and Contracts**

- Manage the list of contractors and providers of goods or services to the school ensuring SLA are in place, ensuring best value for money for the school and due diligence completed.
- Manage the day-to-day spends of Health and Safety, Cleaning and Caretaking Equipment, vehicle and Premises Maintenance costs.
- In conjunction with the BOM manage the Building Maintenance and Improvement budget

### **Line Management and Contractors**

- Ensure that the site Manager and caretakers conduct their daily responsibilities, setting workloads according to the priority order.
- Line manage the cleaners on a day to day basis and feedback issues to team and organise additional cleaning as required.
- Set actions, targets, appraise and manage performance, training, development, coaching and general support of all site team/cleaners to ensure targets are met.
- Ensure the compliance of contractors to carry out their intended work (such as permits to work, insurance, risk assessments, Gas Safe)
- Set an example for team members of commitment, facilities knowledge, work ethics and personal character.

### **Vehicle Management**

- Check low level maintenance of school vehicle's including arranging repairs, refuelling and delivery to service centres.
- To ensure the school vehicles are roadworthy and log weekly vehicle checks
- Ensure Vehicles service and safety inspections are carried out to schedule, plan into timetable, and arrange delivery pick up.
- Ensure all drivers of school vehicles have the necessary qualifications and arrange the necessary training or tests, all paperwork completed, maintain yearly checks.

### **Other Duties**

- Liaison with ICT Manager and infrastructure technicians/contractors to ensure effective working relationships
- Follow all school procedures and policies such as safeguarding, code of conduct, safer working practice etc
- Reasonable element of physical effort involved in walking, standing.
- Some exposure to unfavourable working conditions, such as inclement weather, heat / noise, working at heights.
- To carry out other duties of a similar and relevant nature as requested by the BOM/Headteacher

This job description is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the School, following appropriate consultation.