**Job Description: Facilities Manager**

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| **Post Grade/Salary:** | **APT & C Scale PO29 – PO30 (£38,626 - £39,513)** |
| **Hours:** | 37 hours per week – all year round |

**Principal Duties**

1. The Facilities Manager is directly responsible to the Headteacher and Senior Leadership Team and is line managed by the Chief Operations Officer
2. The Facilities Manager has a key role in the management and development of the School’s premises and what happens within them (excluding teaching). This includes oversight of both school sites.
3. The Facilities Manager will be expected to have a sound background in a relevant discipline such as Facilities Management, Architecture or Quantity Surveying. The post assumes the holder has a relevant degree or professional qualification, or relevant work related experience.
4. Computer literacy with a good knowledge of Microsoft Office or equivalent is a requisite, together with ability to assess, introduce, and use up-to-date maintenance and booking systems
5. As the manager of a high proportion of the School’s support staff the Facilities Manager must have a high level of interpersonal skills and possess integrity, enthusiasm and imagination
6. Maintain and promote a culture of safeguarding and vigilance across the facilities team, including when dealing with external contractors and providers.
7. To line manage the catering team and maintenance team.
8. To manage the external lettings.

The Facilities Manager has responsibilities for staff and activities in the following aspects of School life.

#### **School Buildings**

1. Maintaining records of school assets at the level required by Calderdale Council’s Asset Management Plan (not the keeping of detailed asset inventories which falls to the Finance function)
2. Oversight of the maintenance of the School Buildings and preparation of maintenance schedules, the keeping of maintenance records and organisation of regular inspection of the school fabric. Regular checks of the school and college site fabric and condition to be carried out (at least on a weekly basis).
3. To take a lead role in promoting Health & Safety in the school and ensuring all related legislation (e.g. COSHH, HASAWA, asbestos, Legionella, Equality Act) is promptly implemented.
4. Security of the school together with intruder alarm arrangements and CCTV surveillance
5. In co-operation with the designated Fire officer, the update and maintenance of equipment for protection against and escape from fire.
6. Keeping records of and initiating regular fire practices and alarm tests.
7. Review and update of the school’s energy policy, together with the implementation of energy saving devices, processes, the promotion of energy conscious behaviour, oversight of the maintenance and efficiency of the installations and plant for lighting, heating, hot water, cooking and ventilation of school buildings.
8. Assisting in the preparation of outline specifications for new buildings, obtaining tenders, contribution to capital bids, planning permissions and liaison with the schools architects.
9. To be in charge of the maintenance team and manage their daily tasks.
10. To be in charge of the Facilities Coordinator Post 16, Cleaners-in-Charge and the cleaning team.

#### **Grounds Maintenance**

1. Management of all matters to do with keeping well trimmed, litter free grounds that provide the best possible facilities affordable for the PE Department and for the community using both the external and internal sports facilities
2. Development of in-house grounds maintenance arrangements including regular monitoring of the state of the grounds at both school sites.
3. Control of grounds maintenance contracts with suppliers
4. Management of maintenance staff in their ground maintenance duties.
5. Management of grounds maintenance staff
6. Awareness of health and safety implications of managing grounds and implementation of any new statute or guidance related to grounds maintenance.

#### **Catering**

The Facilities Manager acts as line manager for the Catering Manager and has the role of constructive adviser, helping with complex issues arising from personnel, organisational matters, and inter-departmental liaison. The Facilities Manager should maintain an awareness and supportive and constructive presence for the catering leads at both the Finkil Street and Halifax Road sites.

**Event management**

1. To ensure that all activities for the community outside normal school hours are efficiently and effectively managed at an appropriate cost.
2. To deal with all issues related to the letting of the School premises and to carry forward the administration and development of this income source.
3. To attend to the arrangements for hosting public events, promotional visits to the school, or any other school-related functions

**Supervision**

1. Management of caretakers, security, and maintenance staff.
2. Management of cleaning staff.
3. Management of Grounds Maintenance staff and / or liaison with grounds maintenance contractors
4. Oversight of catering operation
5. Instruction of jobbing builders and other suppliers brought in to supplement the work of the School’s maintenance team.
6. Liaison with the administration and finance departments

**Personnel Issues**

1. Recruitment of staff for the departments and activities supervised and the review / preparation of job descriptions, promotion of safeguarding policies and safer recruiting policies and Keeping Children Safe in Education.
2. Responsibility for the induction, discipline, welfare, performance, training and development of staff under his / her control
3. To participate in arrangements for his/her performance management and in the identification of areas in which he /she would benefit from training and undergo such training

#### **Finance and Accounting**

1. Preparation and management of claims made under the school’s insurance policies
2. Understanding and controlling the Facilities Budget in close co-operation with the School Accountant

#### **General Management and Administration**

1. To establish a register of potential risks and consequences and to update this on a regular basis
2. To oversee the negotiation (including effecting tendering) of, and the operation of all relevant contracts with suppliers
3. To review, renew, or replace such contracts in the spirit of Best Value
4. To liaise with the Area Education Officer on transport for pupils.
5. To lead projects, if appropriate, from time to time.
6. To liaise across departments to ensure that all relevant members of staff understand and carry out their role in the implementation of school policies and projects
7. To liaise with appropriate agencies and advisers on legal issues.
8. To keep abreast of developments which could make the management of the premises more effective, and to lead the introduction of these, finance permitting. Such developments to include those in Health & Safety, facilities related legislation, administration, ICT, and any other relevant field
9. When requested to attend Governors meetings (and similar) which are normally held in the evening. These could amount to seven evenings per year, each meeting lasting about two hours.
10. To carry out such duties and activities relating to general management and control of the school as the Governors and Head shall from time to time reasonably require.