



Facilities Manager Job description

Working pattern	36 hours per week, working on an all year-round basis
Salary	£32,076 to £36,648 per annum (pay award pending) Grade J, scale column points 23 to 28
Location	Co-op Academy Swinton
Reports to	Principal and Finance Manager

Purpose of role:

In conjunction with the Finance Manager (for at least one academic year), take responsibility for maintenance, security and grounds maintenance across the academy; both internally and externally.

Responsible for the facilities staff and resources, ensuring a high standard of health and safety and that all relevant regulations are implemented and adhered to.

Responsible for organising and implementing a Planned Preventative Maintenance Programme whilst always ensuring best value, plus overseeing any capital or refurbishment projects, reporting, monitoring and tracking building defects.

Work in partnership with third party contractors, to monitor, evaluate and deliver on site services effectively.

Oversight and responsibility of site security, including involvement in opening and/or closing of the building. Ensure adequate security measures are in place, regularly reviewing them to ensure that weaknesses are identified and actions taken.



Key accountabilities (and specific duties / responsibilities):

- Lead the Facilities team and follow good management practices, ensuring adequate training and safe working practices are implemented during the whole of the academic year including school holiday periods. Weekend work is not a regular part of the role, but may be required on occasion.
- Act as a designated key holder, providing out of hours and emergency access to the academy site and maintain and review the schedule of key holders.
- Ensure all statutory compliance, checks and maintenance is planned, completed and recorded. Maintain the online reporting tool (Parago) with all health and safety and building checks carried out by the facilities team and contractors.
- Be responsible for regular checking and arrange for general maintenance within specialist areas such as heating, cooling, lighting, plumbing and security (including CCTV and alarms), to ensure safe and effective operation of the academy.
- In conjunction with the Trust's H&S department, ensure all relevant statutory policies (and non-statutory) are up to date, compliant and distributed.
- Bring to the attention of senior management any health and safety breaches, and work collectively to resolve these effectively and efficiently.
- Day to day management and quality controls of key contracts with external providers such as cleaning, grounds maintenance and catering.
- Liaise with the Finance Manager to seek guidance on control and coordination of purchasing and servicing arrangements including quotations, tenders, orders with suppliers and contractors. The postholder must ensure they deliver value for money from premises supplies and services; and to ensure effective budgetary control.
- Support with applications for external funding related to facilities.
- Lead on designated aspects of Business Continuity Planning.
- Ensure an effective asset management control system is in place and that the disposal of any assets meets within the Trust's financial regulations.
- Carry out risk assessments for staff and students where necessary, such as display, screen equipment, injuries and expectant mothers; and liaise with the HR Advisor when necessary.
- Complete personal evacuation plans for staff and students with temporary and long-term



mobility issues.

- Be responsible for coordinating health & safety generally across the academy; and collating all relevant documentation for annual H&S audits with the Trust H&S department; and acting on any recommendations.
- Provide any Health and Safety induction as required for academy staff and students, plus arrange training relevant to your own role and that of members within the Facilities team.
- Be responsible for the allocation of car parking spaces.
- Work in partnership with and be supported by the appropriate departments in Co-op Academies Trust with regard to premises issues.
- Provide recommendations for long-term maintenance requirements to the Senior Leadership Team in conjunction with the Finance Manager; and produce and manage a Planned Preventive Maintenance schedule ensuring compliance and value for money. Assist with the design and planning of all major developments within the academy and its grounds, and liaising with stakeholders and contractors throughout each project.
- Purchase equipment and supplies for the Facilities Team within the agreed budget after discussions with the Principal / Finance Manager.
- Manage the academy waste, refuse and recycling procedures and ensure that all academy staff are aware of these requirements.
- As part of the Facilities team, provide a portering and furniture moving service to all areas of the academy and grounds.
- Organise and distribute supplies associated with own work area.
- Responsible towards the promotion and practice of safeguarding the welfare of children that you come in contact with in your role.
- Comply with policies and procedures relating to safeguarding, child protection and confidentiality; and reporting any concerns.
- Carry out any other duties commensurate with the role as requested by the Principal or Finance Manager.



Person specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> IOSH Managing Safely First aid qualification 	Desirable	A
Experience <ul style="list-style-type: none"> Experience of working in facilities management and facilities maintenance Experience of operating, checking and maintaining building facilities Experience of ground maintenance Experience of managing a team Experience of managing contracts Good working knowledge of the law around data protection in relation to CCTV 	I Desirable Desirable Desirable	A/I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Ability to create and maintain good working relationships with all staff Empathy with young people aged 11-16 Ability to undertake building repairs and general maintenance Comprehensive knowledge of health and safety procedures, commensurate with the maintenance of an academy building, facilities and grounds Ability to undertake activities that require some physical effort such as lifting, carrying and working at height Ability to respond calmly and swiftly in emergency situations Ability to manage projects Ability to allocate resources 		A/I



<ul style="list-style-type: none"> • Ability to complete paperwork accurately and efficiently and to maintain records and reporting • Understanding of contract procedures • Ability to use and interpret data 	Desirable	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Effective and collaborative team member • Takes a solution-based approach to problems • A role model – understands, commits to and models the Co-op Academies ‘Ways of Being Co-op’ and British Values • Willingness to work flexibly including some early morning, evening and weekend work as required in consultation with the Principal • Willingness to meet the changing demands of such a role 		A/I
<p>Safeguarding and Protection of children;</p> <ul style="list-style-type: none"> • Motivation to work with and around children, keeping them safe • Ability to form and maintain appropriate relationships and boundaries with children • Emotional resilience and self regulation when dealing with challenging behaviour • Satisfactory enhanced DBS disclosure, with children's barred list check 		A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children’s barred list check. A person who is included in the children’s or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.