

Mulberry
Schools Trust

Facilities Manager

Mulberry Canon Barnett Primary



Job Description

Job Title: Facilities Manager

Reports to: Headteacher

Salary scale: NJC SCALE PO1

Work Pattern: Full Time (35 hours per week), all year round

Hours of Work: To be agreed. This is subject to review/change as and when the needs arise, to meet the demands of the school services.

Duration: Permanent

Main purpose of the job

To support the Headteacher:

- Accountable for managing all aspects of Mulberry Canon Barnett Primary school (MCB) premises ensuring that it is managed and maintained in a safe, clean and secure condition, fully aligned with Trust Facilities management procedures and protocols.
- Managing service provider performance, event management and asset status recording, utilising the Trust CAFM system.
- Undertake all tasks, as necessary and instructed, ensuring effective site management by monitoring and where necessary executing, the following;
- Available to carry out similar tasks and role at other Trust schools when required and on an ad hoc basis.
- Oversee requests from all staff for the movement of furniture in a timely fashion to ensure the core business of teaching and events can occur

Cleaning:

- Ensure all facilities and grounds are cleaned to the acceptable standards and relevant Contract specifications and provisions.

General Site and Premises Management including Grounds Maintenance:

- Ensure maintenance of all buildings, grounds and utilities, by monitoring the agreed programme of planned preventative maintenance (PPM) and making sure that repairs are properly and promptly carried out.
- Monitoring and reporting on Heating, ventilation, plant and energy management.

Security:

- Ensure all facilities grounds are maintained in a secure state, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly.

Health & Safety:

- Assist in Promoting a positive H&S culture within the school, H&S Committee supporting the Headteacher on presentations and internal communications.
- Monitor service provider compliance with all HSE legislation, including fire safety regulations.
- Keep up to date with all HSE policies and procedures, advising the school of legal updates, changes to legislation and working with our H&S advisory team.
- Ensure safety management on site, working with contractors to review their H&S systems and ensure they are meeting their commitments.
- Monitor and review the service providers risk assessments for all areas of the school.
- Deputise for the Headteacher, in their absence, during Fire, Evacuation and any H&S related event for the school.

School Innovation and Improvement:

- Support, and at times, lead, whole school developments as defined in the School Improvement Plan, including maintenance, improvement and new building projects.

Third Party Income

- Monitor activities as/when required (which may result in out of hours working).

DUTIES & RESPONSIBILITIES

Main duties and responsibilities are listed below. Other duties of an appropriate level and nature will also be required.

Responding to general internal school requests

- Respond to requests for moving furniture from all staff via the appropriate channel
- Monitor the Premises helpdesk, giving regular updates where needed
- Feedback on helpdesk requests during line management, including where there are challenges to meeting a particular request

Cleaning:

- Ensuring all School Facilities buildings and grounds are cleaned to agreed standards and specifications, including:
- Ensure safe use of all equipment/machinery/cleaning agents.
- Ensure cleaners are aware of, and comply with, associated health and safety requirements, in particular COSHH.
- Ensure that necessary cleaning tasks are carried out, including arrangements for emergency cleaning and removal of graffiti.

- Ensure the cleaning of designated areas of the School not covered by the regular cleaning schedule.
- Move recycling bins as appropriate, ensuring all colleagues are disposing of refuse by proper means and cleaning/keeping external yard and bin areas clear, clean and tidy.

General Site and Premises Management including Grounds Maintenance:

- Monitoring the maintenance of all School facilities buildings, grounds and utilities ensuring that Trust SLA's, KPI's and PS (performance standards) are delivered by the Service providers so that any repairs are properly and promptly carried out, including:
- Monitor all aspects of the maintenance and improvement of all grounds, buildings, equipment, furnishings, plant, fixtures and fittings, furniture, curtains and blinds in the School under the general direction of the Headteacher. The extent to which the FM will be able to carry out minor repairs, as distinct from initiating action for the repairs to be undertaken by other people, may be variable.
- Monitor the agreed programme of planned preventative maintenance (PPM) to ensure the continuous improvement, repair, decoration and upkeep of the premises and grounds.
- Work with the Director of Estates to prepare work programmes and obtain estimates, where appropriate. Plan and consider the operational needs of the School and teaching session times.
- Ensure that repairs within the competence of the service providers Premises Team, are carried out promptly and that all Helpdesk incidents/jobs are put in hand and followed up as appropriate through Trust service partners approved contractors and maintenance companies.
- Ensure that all arrangements are in place to deal with minor repairs by the Trust service partner contractors as appropriate, including emergency response to vandalism damage
- Monitor/Manage/Deliver general maintenance of the buildings for which the Trust is responsible, ensuring approved contractors to undertake statutory inspections and specialist maintenance work.
- Monitor the Trust Helpdesk ensuring systems for reporting maintenance and repairs, feeding back to staff regarding action and timescale.
- Identify, organise and contribute to minor decoration and maintenance to the building fabric and furnishings using appropriate tools and equipment.
- Work with the Headteacher to oversee alterations, redecoration, building and maintenance works and specialised repair work, reporting on progress made
- Maintain accurate inventory records for maintenance and repairs via the Asset Management system.
- Carry out regular inspections of the School premises, equipment, fixtures and fittings, recording findings and taking required action to ensure that the site is well maintained, safe and in good repair.
- Ensure that systems are in place to deal with emergencies and minimise disruption caused by snow, blocked drains/gullies etc., maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order.
- Move stationery, equipment and other goods delivered to the School.
- Remove or stack furniture and equipment within the School, transporting to appropriate location as required.
- Ensure that the grounds are maintained to a high standard.
- Ensure that all areas and paths are free from litter, weeds and the excessive accumulation of dirt or leaves.

Heating, Ventilation, Plant & Energy Management:

- Monitor the efficient operation and use of mechanical, electrical and heating services in the establishment. This may include usage and monitoring of heating and hot water plant, fans and lights throughout the School, including the Kitchen/Canteen areas.
- Ensure that the heating and hot water systems are well maintained and are fully functioning.

- Oversee the heating plant to provide sufficient temperatures whilst also taking account of energy conservation.
- Ensure faults and defects, which cannot be dealt with by the FM are reported to the appropriate maintenance organisation and that follow-up action is taken as necessary, making recommendations for improvements of these operations.
- Evaluate the provision of site services and make recommendations regarding potential new providers.

Security:

Keeping all grounds and buildings secure, including:

- Monitor the overall security of the establishment. This includes patrolling or inspecting the site at appropriate intervals.
- Act as a key-holder; controlling site keys, making sure that routine and non-routine opening occurs.
- Monitor the effectiveness of security staff and their ability to respond flexibly to changing circumstances.
- Monitor the day to day security of the site ensuring appropriate action is taken to deal with emergencies including intruders and police liaison, advising the SLT on security policies, matters and procedures.
- Ensure a rota is in place to respond to alarm activation call outs, taking appropriate action to secure the premises and minimise the risk of any further intrusions pending the completion of permanent repairs.
- Report, as appropriate, any breaches of security and ensuring that any resultant damage is remedied properly and promptly.
- Ensure that effective systems are in place regarding arrangements for securing the site, internal and external doors and that CCTV and alarms are fully functional.
- Ensure a system exists to ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use.
- Ensure a system exists for the opening of the School premises at the start of each day, e.g. deactivating intruder alarm systems, unlocking gates, external and internal doors, checking that premises have not been disturbed or damaged.
- Ensure a system is in operation for the closing of the School premises at the end of each day. This will/may include dip checking the premises on foot to ensure that all occupants have vacated the site, ensuring that all windows are closed and locked, unnecessary lights and electrical equipment are switched off, locking of all secure areas, external doors and gates, activating intruder alarm systems, ensuring the safekeeping of keys to the premises.
- Test security alarms to meet the requirements of insurers.
- Provide access to the School for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Support the teaching staff who manage classroom support.
- Support all School staff in the resolution of conflict and vandalism.
- Make recommendations to the Headteacher on all security related issues.

Risk Assessments:

- Carry out risk assessments, including annual audits relating to security, health and safety, general building and grounds conditions, making recommendations for improvements.
- Carry out risk assessments for School functions, as necessary.
- Maintain records and planning for improvement.

Health & Safety:

Assisting the Headteacher ensuring compliance with health and safety regulations concerning the cleanliness, security and maintenance of all School buildings and grounds, including:

- Accountable for compliance with all current HSE legislation, including fire safety regulations.
- Maintain up-to-date knowledge of all HSE policies and procedures, keeping governors and senior staff informed of changes in the law
- Ensure compliance by periodic inspection; use of signs and removal of hazards in all areas
- Ensure all safety doors, e.g. to boiler rooms, electrical supplies, etc. are identified and secured against unauthorised entry.
- To monitor the testing of fire alarms and other systems at specified frequencies.
- Ensure that fire exits are accessible and that firefighting equipment is correctly positioned and serviced.
- Ensure proper investigations are undertaken and reports made on appropriate forms of all accidents or potential accidents on the Schools premises.
- Ensure that first aid equipment and supplies are correctly maintained and are readily available
- Ensure that other staff at the School are aware of their responsibilities as appropriate
- Notify the relevant service provider where there is a pest or vermin problem and dealing with the problem as directed.
- Supervise any contractors working on the site who have been engaged by the School ensuring that they are not causing a danger to themselves or others.
- Ensure the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the School in accordance with Health & Safety legislation.
- Ensure the clearing of snow/ice from paths and playgrounds, as necessary, to provide safe pedestrian access to the School site and between buildings.
- Ensure all equipment, tools and other aids are properly maintained, stored and secured.
- Take all reasonable steps to eliminate potential hazards arising from faulty or damaged fixtures, fittings or surfaces, 'making safe' at the earliest opportunity/restricting access to areas of potential hazard.
- Ensure all work is undertaken in accordance with Health & Safety regulations.
- Making recommendations on all other health and safety matters.

School Innovation and Improvement:

Supporting, and at times, leading whole School developments as defined in the School Improvement Plan.

- Assist the Headteacher in the execution of duties in relation to the premises
- Take an active role in whole School improvements, both within and outside School hours, to enhance the curriculum offered to pupils.
- Liaise with the Headteacher, Senior Leadership Team, (SLT) and other staff, as appropriate, to discuss any agreed developments.
- Assist in the preparation of outline specifications for alterations and improvements to the buildings.

TPI Lettings/Events:

- Support School lettings. This will/may include evening and weekend lets as appropriate and available.
- Ensure proper arrangements are made, by the SFM Service provider for authorised users of the site facilities and buildings. This will include lettings which may require furniture movement, maintenance or cleaning.

- Ensure correct procedures are followed with regard to health and safety, site security, use of site, facilities and equipment etc.
- Provide support in the operation of the event/letting, ensuring changing rooms and sports facilities are of the required standard of cleanliness prior to evening lettings and Academy use in the mornings.

Other Specific Duties

- To continue professional development in role
- To engage actively in the support staff appraisal review process
- To comply with any other duties assigned as commensurate with the grade

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation.

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who maybe affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust.
- Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The School as an employer is committed to safeguarding and promoting the welfare of children and young people 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.

Confirmation

I can confirm that I have read and accept my job description and person specification:

Post Title:	Facilities Manager
Full Name:	
Faculty/Department:	
Signed:	
Date:	

Person Specification for the Post of
Facilities Manager

Knowledge	<ol style="list-style-type: none"> 1. Sound knowledge of relevant Health & Safety regulations and experience of working in an environment with a robust Health & Safety management system. 2. Working knowledge of and first line fault finding for: <ul style="list-style-type: none"> • Heating and ventilation • Water, drainage and plumbing • Electrical systems and gas boilers • Security and alarm systems • Fire protection and detection • Air conditioning and ventilation
Qualifications & Experience	<ol style="list-style-type: none"> 3. Demonstrable experience of safe working practices, ideally gained within a School environment. 4. NEBOSH (certificate level) qualification preferred or higher. 5. NVQ4 or above in Facilities Management preferred. 6. Recent Fire Officer training or willingness to attend training. 7. First Aid trained (3 day certificate) or willingness to gain this qualification 8. Previous experience of managing and supervising small teams of staff effectively. 9. Experience of working with contractors, including tender processes and adopting robust procurement procedures; establishing and monitoring third party contracts 10. Experience of budget management
Leadership and Management Framework	<p><u>Achieving Results</u></p> <ol style="list-style-type: none"> 11. The ability to pay close attention to detail and checking information for accuracy. 12. The ability to work independently and to take initiative when appropriate. 13. Extremely well organised, sound time management and the ability to prioritise workload to meet deadlines. 14. Flexibility to adapt quickly to rapidly changing circumstances. 15. Ability to work under pressure in the School environment.
	<p><u>Engaging with Others</u></p> <ol style="list-style-type: none"> 16. Excellent interpersonal and communication skills (both oral and written). 17. The ability to work as part of a team. 18. Patience and a pleasant manner with good customer service skills 19. Understanding of, and ability to, maintain strict confidentiality, where appropriate. 20. Ability to work as part of, and contribute to, the School's Support Staff Team.
	<p><u>Valuing Diversity</u></p> <ol style="list-style-type: none"> 21. Experience, or empathy with, working in a multicultural environment.

	<p><u>Learning Effectively</u></p> <p>22. IT literate and willing to undertake further training as required. 23. Willingness to undertake professional development in the context of rapid development in the use of information technology.</p>
Other	<p>24. Demonstrable understanding and commitment to safeguarding the welfare of students and young people. 25. You may be required to work outside of normal School hours on occasions (e.g. assisting with Parents' Evenings, Achievement Evenings, Plays, etc.)</p>
Special conditions	<p>26. Good level of physical fitness to undertake some heavy lifting, this is a hands-on role 27. Flexibility to attend work out of hours and respond to emergency situations 28. Enhanced DBS checked 29. Undertake morning checks inc Security, Fire, BMS, email, Space inspection and unlocking.</p>
Working hours	TBC
Benefits	<ul style="list-style-type: none"> • Generous holiday entitlement • Childcare vouchers • Continuous Personal Development support (FM) • Attractive pension scheme