

**Job Title:** Facilities Manager

**Reporting to:** Business Manager

**Grade:** 10

**Responsible for:** Site and cleaning teams

### Overall Purpose of the Post

To take a lead role for health and safety management across two academies. To be responsible for the day-to-day operational management, safety, cleanliness and security of the academy sites, ensuring that they are safe for all users.

### Main Duties and Responsibilities

- Supervise and line manage the site and cleaning teams at each academy, distributing tasks within the team according to skill level and availability. Carry out performance reviews on direct reports;
- Check sites regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary;
- Complete risk assessments in relation to any concerns on both sites and take any corrective actions where necessary;
- Maintain and manage a schedule of works to ensure that the sites are kept operational. Prioritise work as appropriate and ensure that all works are carried out within the confines of allocated budgets;
- Ensure accurate records are kept of all work carried out, including fire and water safety checks; liaise with Business Managers or Principals over prioritising work to be done;
- Manage the academies' minibuses procedures and ensure that all checks have been undertaken;
- Monitor and check energy and water consumption to ensure efficiency;
- Ensure all contractors visiting the sites are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos registers;
- Monitor cleanliness of sites, internal and external, and ensure standards of cleanliness are met;
- Ensure the moving of school furniture is undertaken with due regard to current Health and Safety and Lifting and Handling regulations.
- Manage all site related issues in the case of an emergency or sites closure. Ensure that sites are made accessible as quickly and efficiently as possible with minimum disruption to

- staff and students and deal or arrange to be dealt with, any utility emergencies or disruptions, turning off supplies as appropriate;
- Opening and closing of academy premises, including for the purpose of lettings, functions, maintenance and emergency services as required;
  - Ensure the correct checking of alarms and fire equipment and emergency procedures;
  - Oversee the buildings maintenance systems and provide the Business Managers with recommended solutions to building issues;
  - Manage the resolution of any minor repairs or work requiring external contractor intervention;
  - Identify any major site requirements, working with the Business Managers and the Estates Director to resolve;
  - Ensure lettings are carried out as per letting agreements;
  - Check and control system functions, regularly check heating systems, with due regard to appropriate safety requirements. Report all defects to qualified heating engineer;
  - Be responsible for implementing and recording a robust programme for the Portable Appliance Testing of electrical equipment in designated areas, ensuring Health and Safety legislation is followed;
  - Be responsible for implementing and recording a robust risk management programme of Legionella, including risk assessment and testing/monitoring.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

