

JOB DESCRIPTION

Post Title : Facilities Manager
 Responsible to : Headteacher/Business Manager
 Grade : H6 / 52 weeks
 Hours : 37 hrs pw – (split shift - hours negotiable)

1a) **Purpose of Job**

To oversee the maintenance and health and safety procedures both the KS3 site in Hertford and KS4 site in Hoddesdon

1b) **Main Areas of Responsibility**

Site Management:

- Manage site security of the buildings
- Be a designated key holder of both centres for emergency access to the premises
- Identify the need for repairs and maintenance, caretaking and cleaning materials and equipment
- Regular checking and operation of systems such as heating, water, CCTV & Alarms
- Handyperson duties which may include minor repairs to furniture and fixtures and decorating tasks
- Supervision and monitoring of cleaning staff – where appropriate
- Ensure the centre's vehicles are safe to use, completing checklist, and satisfy legal requirements – take cars for MOT's, servicing, repairs, etc
- Transport students in the people carriers
- Liaise with grounds maintenance contractors to ensure all grounds are kept ready for use as required.
- Be the point of contact and maintain a record of all keys for KS3/4.
- Keep a signed record of key holders for KS3/4
- Carry out H&S induction training for new staff
- General portorage duties including movement of furniture and equipment within the centre
- Cleaning of designated areas of the centre buildings
- Assist with updating the centre's asset management plan
- Such other duties which may arise from the use of the premises

Health & Safety:

- Responsible for regular H&S and maintenance checks of buildings, grounds, fixtures & fittings and follow up actions.
- Manage the day to day Health & Safety issues reporting any concerns or failings to the Business Manager
- Keep up to date with health & safety regulations and Local Authority health & safety advice, including checking appropriate websites and advising the Senior Leadership Team as necessary
- Accurate maintenance of all health & safety logs including risk assessments e.g. COSHH, Asbestos, Legionella

- Attend training to keep updated with relevant health & safety procedures and legislation
- Responsible for weekly fire alarm call point testing/recording at both sites
- Responsible for monthly emergency lights testing/recording at both sites

Project Management:

- Liaise with headteacher and business manager on planned projects
- Supervision of contractors on site and ensure work is completed to a satisfactory standard.
- Be available during school holiday periods to help oversee building projects

1 c) Equalities

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

1 d) Health & Safety

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

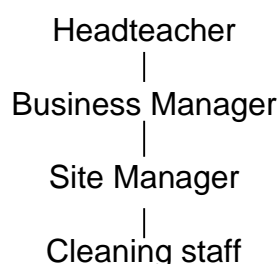
1 e) Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the centre. All staff are required to participate in training and other learning activities, and in performance management and development as required by the centre's policies and practices.

2. Organisation Chart



3. Supervision

The post holder will work largely on his/her initiative subject to the general and specific direction of the Business Manager and will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate)

4. Job Context

The balance of work will be reviewed from time to time according to the changing needs of the centre.

5. Contacts

The post holder works directly with all members of centre staff, visitors, especially contractors on site, cleaning staff

6. Knowledge, Experience & Training

- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post
- Experience of previous site management desirable
- Experience of project management desirable
- Experience of working in school or similar environment desirable
- Flexibility and sensitivity to the needs of a wide range of users of the centre
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
- Clean driving licence
- Preferably educated to NEBOSH certificate level or equivalent

7. Problems and Decisions

- Advising the Business Manager of faults to the buildings, fixtures and fittings which require specialist attention
- Monitoring and ordering an adequate stock of appropriate materials and equipment.
- Appointing (in conjunction with the Business Manager) and supervising cleaning staff (if appropriate)
- Liaising with contractors on site to ensure minimum disruption to the work of the school

8. Finance and Resources

The post holder will normally supervise a number of cleaning staff unless contract cleaners are used.

9. Physical Effort

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the centre to wherever they are to be stored.

10. Working Environment

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

11. Additional Information

The centre premises may be used during evenings and weekends for centre activities and by outside hirers.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Contribute to a working environment which supports equal opportunities and anti-discriminatory practice

This job description should be read in conjunction with the current version of the Hertfordshire Pay and Conditions document and the expectations of the centre's support staff standards, skills and behaviours.