**Job Description: Facilities Manager**

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| **Post Details** |  |
| **School/setting:** | Twynham School & The Grange School (‘Twynham TGS’) |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 10 |
| **Responsible to:** | Operations Manager |

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| **Main Purpose** |
| To inspire excellence throughout the schools, upholding the vision, values and ethos of the schools and to actively contribute to their development.  To be responsible for all aspects of the schools’ site management and premises staff to ensure the cleanliness, safety and security of the buildings and grounds at all times.  To contribute to decisions regarding premises management and the development of an aspirational vision for excellence and strategic plan for the future of both sites.  To plan, organise and inspect all works relating to the general site management ensuring that the schools’ accommodation is fit for purpose and available as required.  To ensure compliance with relevant Health & Safety regulations and codes of practice and with due regard for the health, safety and welfare of all premises users. |

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| **Duties and Responsibilities** |
| **Site Development**   * Working with colleagues to prepare, implement and monitor an estates development plan which supports the schools’ educational objectives and which is financially viable and responds to the Good Estate Management for Schools Framework. * Advising the Operations Manager as to the maintenance, upkeep and development necessary within the school; working within the Trust’s framework. * Lead the overall management and maintenance of buildings, facilities, grounds, fabric and furnishings across the two secondary schools.   **Health & Safety**   * Actively promote a safety culture and implement practical arrangements to ensure the health and safety of pupils, staff and visitors at all times. * With the Headteacher and Operations Manager, take a lead on implementing and monitoring appropriate Health & Safety protocols, inspections and action plans to ensure compliance with policies and procedures. * Work with colleagues to develop and regularly review emergency procedures. * To record, investigate and report findings and/or recommendations to the Operations Manager relating to all accidents at work.   **Site Team**   * Oversee the work of site management, caretaking and cleaning staff to ensure that staff, students and other premises users have a healthy and safe work environment and that colleagues work effectively together and link appropriately with peers in other schools. * Ensure staff have appropriate line management support to set clear objectives and provide opportunities for discussion on performance and development. * Working with colleagues across the trust to identify and provide sufficient induction and appropriate refresher training to ensure their effective and safe working practices including handling of equipment, machinery, chemicals and materials and manual handling operations.   **Contractors**   * Act as the principal point of contact for all external contractors; ensuring that their work is clearly specified, authorised, controlled and of a sufficient standard; reporting any matters of concern to the Operations Manager. * To work within the trust’s procurement arrangements and monitor contractors / staff to ensure best value, identifying alternatives to improve the quality/cost effectiveness of the service. * With the Operations Manager, maintain an overview on all accidents and incidents to look for opportunities to prevent recurrence. * Assess and respond to health and safety hazards and act as one of the schools’ contacts for external agencies.   **Compliance**   * Take responsibility for the implementation of the trust’s / schools’ arrangements for CDM, Fire, Asbestos, Legionella, Gas, Electrical, LOLER, LEV, Manual Handling, DSE, COSHH and any other items of statutory compliance. * Ensuring that appropriate staff and/or contractors are tasked to carry out preventative activities at the appropriate frequency, that the activities are recorded and that any non-compliances are resolved swiftly. * Work with colleagues to ensure suitable Risk Assessments are in place for the above compliance areas and for the work and educational activities of the schools. * Provide advice and guidance to the Operations manager and key staff on building health and safety matters. * To provide effective and efficient record-keeping in alignment with the Trust’s standard arrangements. * Play an active role in fire evacuation duties. Act as a fire warden and work with the Operations Manager to schedule fire drills and ensure efficient and effective emergency procedures are in place.   **Hard and Soft Facilities Management**   * Maintenance: To plan, specify and programme work related to the sites’ maintenance and repair, responding to repair requests and bids; retaining records and budgetary records (including signing off contractor’s work and related invoices). To ensure that the maintenance, servicing and operation of all school plant – including the maintenance/quality/safety of specialist equipment. * Repairs: Identifying and responding to any problems arising from buildings, grounds, machinery and equipment breakdowns, or any other incidents occurring during and out of school hours. Making appropriate arrangements for repairs to be carried out, as authorised by the Executive Headteacher / trust Core Services staff and responding in line with policies and procedures. * Supplies: To respond to delivery of and ensure adequate supply of materials and equipment; approve and sign for deliveries; to arrange for internal distribution. * Waste: To ensure that waste disposal arrangements are in place for landfill, recycling and other specialist routes. * Utilities: To work with colleagues to ensure the utilisation of gas and electricity are minimised through good energy efficiency measures – both physical and cultural. * Security: To be responsible for the overall security of the site and to arrange locking / unlocking for school use and for lettings; to manage CCTV/Surveillance, Access Control and Alarm systems and respond to call-outs by the Police. Arrange regular security checks and look to minimise security risks. * Status: To advise Operations Manager of identified major repairs and maintenance requirements outside agreed service specification/limitation. * Projects: Work with Core Services on the planning and delivery of larger estates projects; providing contractor supervision and day to day project management. * To support the work of the Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * Strong IT skills, especially Microsoft Outlook and relevant asset management software * Highly organised, with the ability to work independently, be proactive, prioritise own workload and work under pressure * Meticulous eye for detail * Friendly, helpful and flexible approach with excellent communication skills * Proactive, dynamic and willing to use initiative * Ability to be discrete and maintain confidentiality * Be available to work flexible hours, including early mornings, evenings and weekends, as the needs of the schools dictate. Be part of the call‐out rota to respond in the event of an out‐of‐hours emergency. * Work without direct supervision due to the times of work and/or nature of duties. * Be prepared to provide cover, as required, for other members of the team. * Have a clean driving license and be prepared for regular cross-site working   **Desirable:**   * NEBOSH certificate and/or IOSH courses * Relevant degree or evidence of further professional learning * Approved qualification in use of specialist equipment * Proven track record of leading and inspiring a team, including coaching for improvement * Experience of using emotional intelligence to manage change effectively |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| * MAT = Multi Academy Trust * IOSH = Institution of Occupational Safety and Health   NEBOSH = National Examination Board in  Occupational Safety and Health  DSE = Display Screen Equipment  CCTV = Closed Circuit Television | CDM = Construction (Design and Management) Regulations 2015  LOLER = Lifting Operations and Lifting Equipment Regulations  LEV = Local Exhaust Ventilation  COSHH = Control of Substances Hazardous to Health |