



JOB DESCRIPTION

Job Title:	HUB Facilities Manager (West/South/East)
Salary:	TPAT Point 10a
Responsible to:	Director of Operations
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	TPAT, Head Teachers, Support Staff, External Professional Bodies, Contractors & Visitors

Main Purpose of the Job:

To provide operational expertise and diligence within TPAT's Estate in order to ensure efficient and co-ordinated service delivery for our stakeholders.

Main Duties and Responsibilities:

- To be responsible for short and medium term planning, implementation and high quality delivery in relation to facilities, health and safety and premises related aspects of the work of the cluster of schools (in Hub) and its local environment.
- The Hub Facilities Manager will provide leadership for school's sites teams and to ensure that stakeholder focused services are provided to the school teams.
- The role is absolutely critical to provide safe, positive and compliant learning environments. That our facilities are professionally presented and that any site service contract is delivered in accordance with best practice and legislation.
- Ensure compliance schedules, estate reports and project updates are provided frequently adhering to the cycle of business to the Director of Operations and senior staff leads as required.
- Ensure that schools within the Hub cluster meet all statutory obligations with regard to Health and Safety, ensuring all staff and contractors are suitably trained in Health and Safety responsibilities.
- Produce and be accountable for the delivery of facilities plans for the schools in the cluster, including site improvement projects, response times against reactive maintenance and grounds up-keep.
- Ensure proactive maintenance and development and efficient use of all sites and buildings.
- Work with colleagues to coordinate use of the facilities including lettings.
- Ensure cluster site staff are effectively managed, supported and developed.
- Ensure effective risk management across the cluster of schools i.e. health and safety and third-party service contracts.
- Undertake risk assessments of security risks to each site (grounds, premises and contents).
- Ensure that site security is maintained at all times and that effective arrangements are in place to secure each site within the cluster.
- Monitor performance of service contractors and record performance against specified service contracts.
- Responsible for budget setting and monitoring in respect of repairs and maintenance across the cluster and where necessary, the implementation of cost improvement plans
- Ensure that digital records held on software platforms of all regular checks, compliance testing and risk assessments and training are both topical and maintained.

- Obtain competitive proposals and support the appointment of contractors to carry out project tasks, planned and reactive maintenance and site services in accordance with TPAT financial procedures.
- Ensure the most efficient operation of utility systems and identify opportunities for efficiencies.
- To be responsible for good housekeeping with energy conservation.
- Ensure that all vehicles within the cluster are safe, maintained and checked on a regular basis.

- **General / Other**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school's and the trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate. The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

PERSON SPECIFICATION Hub Facilities Manager (West/South/East)

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<ul style="list-style-type: none"> Educated to A level (or equivalent) Health and safety qualification i.e. NEBOSH 	<ul style="list-style-type: none"> Relevant degree Evidence of working towards wider facility qualifications i.e. COSHH 	Application Certificates
Skills and Experience	<ul style="list-style-type: none"> Considerable experience of overseeing facility maintenance with particular knowledge of fire safety Experience of contract management, ensuring KPI and service delivery targets are met Experience of operational report writing and briefing to senior staff Direct leadership and line management of teams of five(+) staff 	<ul style="list-style-type: none"> Prior experience of working in a multi-academy trust or school setting 	Application Interview Assessment References
Specialist Knowledge and Skills	<ul style="list-style-type: none"> Strong working knowledge of asset and facility management Sound understanding of legal and financial aspects of building maintenance Excellent understanding of health and safety 	<ul style="list-style-type: none"> Strong knowledge of current and legal regulatory developments in respect of construction for schools Expert in the use of property management software programmes and ability to train others 	Application Interview Assessment
Behaviours and Values	<ul style="list-style-type: none"> Demonstrate ability to think strategically as well as deliver operationally Strong interpersonal and written skills Flexible and resilient under pressure Ability to train and develop an effective team 		Application Interview Assessment

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