

Job Description

Job title:	Mobile Facilities Manager - Multi Trade	Contract Type:	Permanent, full time including max. 2 weekend cover per month as required.
Responsible To:	Operations Manager - Estates and Facilities	Grade & Spine Point:	SO1 (£37,575 - £38,769) SO2 (£40,005-£41,286) Dependant on qualifications
Location:	All UST Schools		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

Working as part of the Central Office Estates Team, the role of our Mobile Facilities Manager is to provide operational assistance to ensure the ongoing maintenance of our 4 schools Based in Tower Hamlets and Greenwich, your role will require frequent travel between our schools.

The role will require the holder to contribute to the overall maintenance responsibilities to ensure a safe, secure and efficient environments across all schools in the Trust and include the following:

PLANNED AND REACTIVE FM

1. Complete Planned Preventative Maintenance checks (PPMs) and associated reactive tasks in accordance with agreed schedules and priorities.
2. To Liaise with each school's Facilities Manager (or similar post holder) to ensure that the needs of each school are met and prioritised.
3. To undertake basic plumbing and carpentry tasks such as isolate supplies, temporary leak repairs, lock changing etc to ensure temporary fixes are in place whilst permanent solutions are found to keep the schools operational.
4. Carry out general decoration works and support other fabric maintenance activities.
5. To engage with School incumbent suppliers and contractors to arrange reactive and emergency needs.
6. To adhere to the Trusts procurement policy ensuring value for money is achievable and evidenced.
7. To escalate repairs and maintenance needs as necessary to the Trust Operations Manager.
8. Utilise and support the effective use of the Trust's Computer-Aided Facilities Management system (CAFM).
9. Assist other trades as required by the Trust, having the flexibility to work across disciplines when needed.
10. Assist with the testing of fire alarms at all sites, in liaison with relevant Facilities Managers.
11. Liaise with Facilities Managers to procure and manage stock and materials in a timely manner as required to ensure works are completed on time.
12. Respond swiftly and cooperatively at all times in order to achieve the required tasks set.
13. Maintain appropriate records as and when directed.
14. Undertake, support and contribute to planned improvement works across the schools in Trust.
15. Liaise with the relevant team members to ensure cyclical maintenance and testing is coordinated across all sites in advance of service expiry.
16. To raise Purchase Order requests when required.
17. To provide written project status reports to the Trust Operations Manager.
18. Deputise for the Facilities Managers, being a key holder for buildings and to ensure that the buildings are safe at the time of occupation. To set and check alarm systems as appropriate when required to do so.
19. Finding and implementing solutions to a wide range of problems connected with building operations.
20. Act as a responsible point of contact for the schools for resolving any queries of a hard FM nature.

ELECTRICAL (Desirable)

1. Maintain school-critical and non-critical mechanical and electrical services, ensuring all plant and equipment is fully functional and operational at all times.
2. To undertake and support improvement works in the schools of both a mechanical/electrical and general handyman nature, as determined by the Trust.
3. Undertake, support and contribute to planned improvement works across the schools in Trust, leading on electrical aspects but also providing general handyman support to projects as directed.
4. Undertake fault diagnosis associated with the electrical plant as required.
5. Undertake and assist in the repair and maintenance of electrical plant as required.
6. Respond in a prompt and effective manner to all reactive electrical maintenance issues identified through CAFM requests.

7. Ensure onsite procedures are adhered to in all respects and maintain accurate records/documentation associated with the electrical aspects of the PPM regime and plant.

BEHAVIOUR, ATTITUDE AND TEAM WORK

1. Be flexible in working hours and available for operational support as required.
2. Demonstrate a proactive "can do" attitude.
3. Partake in the Trust's annual appraisal process.
4. On an ongoing basis, review how the role fits into the site operations, in line with the changing demands of the UST.
5. Maintain good working relationships with the Headteachers and key staff at each school.
6. Be part of a cohesive working team to provide a high level of service to all schools.
7. Receive and act on calls from the CAFM system and Facilities Managers.
8. Liaise, assist and work with all UST departments, UST's other service providers including security and cleaning and visitors to UST premises as required to deliver a first class service.
9. Make recommendations to the Facilities Managers and relevant Trust staff on matters that will improve the productivity, costs, quality etc. of all work for which the postholder has a responsibility.

TRAINING

1. Undertake training as required to be effective in carrying out all duties and attend staff meetings as necessary.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Operations Manager - Estates & Facilities

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Trust Leader)

Person Specification

Mobile Facilities Officer

Education and Qualifications	Essential	Desirable
• Three Years Experience working within FM	✓	
• IWFM/BIFM qualification or working towards		✓
• Health and Safety Training - IOSH Desirable	✓	
• Completed or working towards an Electrical Awareness Qualification.	✓	
• City & Guilds Parts 1 and 2 (Electrical Installation 2360) or recognised equivalent, or working towards.		✓
• City & Guilds Part 3 (Electrical Installation 2360) or recognised equivalent		✓
• 18 th Edition Institute of Electrical Engineers (I.E.E) Registration or recognised equivalent; or		✓
• GCSE passes in Maths and English or recognised equivalent.	✓	
• Electrical Apprenticeship - gained within the building maintenance industry		✓
• City and Guilds Level 1 (Building Craft Operations)		✓
• Relevant First Aid Qualification		✓
• Manual Handling Regulations	✓	

Key Skills and Abilities	Essential	Desirable
• Strong commitment to providing a high-quality service	✓	
• Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels	✓	
• Demonstrates resilience, self-motivation, an ability to make effective decisions, use sound judgment, work under pressure and meet deadlines	✓	
• Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)	✓	
• Excellent team player with a 'can-do' attitude and ability to prioritise tasks	✓	
• Ability to use computer control systems and standard MS Office packages	✓	

Knowledge and Experience	Essential	Desirable
• Experience of building maintenance ideally within an educational setting	✓	
• Experience of caretaking/building trade/handyman/cleaning	✓	
• Experienced in electrical installation work, plus electrical testing and inspection		✓
• Experience with similar maintenance duties including fault diagnosis, rectification.		✓
• Experience in the Electrical aspects of general building PPM schedules		✓
• Experienced in High Voltage switching		✓
• Good Mechanical experience/knowledge		✓
• A good understanding of Critical Systems and Non-Critical systems.	✓	
• Experience in computer PPM management systems	✓	
• Experience with Uninterruptible Power Supply (UPS)		✓
• Supervisory experience for future development		✓

Personal Attributes	Essential	Desirable
• Commitment to the aims of the schools working together as a Trust	✓	
• Self-motivated with drive, initiative and high degree of pro-activity	✓	
• Sense of humour and equable temperament	✓	
• Commitment to working as a positive and constructive team member	✓	
• Commitment to Equal Opportunities	✓	
• Confidentiality and diplomacy	✓	
• Strategic and analytical thinking	✓	
• Organisation wide holistic approach	✓	

