

JOB DESCRIPTION

Post Title:	SITE FACILITIES MANAGER
Purpose:	<ul style="list-style-type: none"> To establish, maintain and monitor the provision of a safe, attractive and secure environment for the users of the Academy.
Reporting to:	School Business Manager
Hours:	40 hours per week, Monday to Friday, Full time 52 weeks
Disclosure level:	Enhanced
MAIN (CORE) DUTIES	
Responsibilities:	<ul style="list-style-type: none"> As our Site and Facilities Manager, you will be responsible for the operational management and day-to-day deployment of the premises and cleaning teams that support teaching and learning, business and administrative functions across the academies. You will bring strategic direction to our site and facilities functions ensuring that they align with the current and future needs of the Academy. Act as a key holder and maintain the key register. Undertake line management of the Site and Cleaning Teams. Establish quality standards within the teams to ensure that the Academy is presented to the community as a warm and caring environment.
Strategy and Planning	<ul style="list-style-type: none"> Have an overall view of the capabilities of the academy's hard and soft services and contribute to continuous improvement to meet future needs. Plan for major developments of the estate and project manage their implementation. Manage a team of staff, ensuring their efficient operation in carrying out planned maintenance, non-planned repairs and cleaning
Budget and People Management	<ul style="list-style-type: none"> Manage the allocated estates operational and capital budgets. Understand and interpret the appropriateness of national, United Learning and local framework contracts. To be closely adhere to both ULT and the academy's procurement policy. Constantly review activities to identify possible cost saving opportunities. Management responsibilities for all premises support staff, including duty rosters where relevant. Liaise with all visitors to the site who are concerned with buildings, grounds, energy and maintenance, to ensure that they have the appropriate access and operate in a safe manner.
Asset Management Procedure	<ul style="list-style-type: none"> Manage the creation of an accurate inventory of all physical assets in liaison with the School Business Manager and the Network manager. Ensuring all assets are disposed of, in agreement and signed off by a member of senior management.
Governance	<ul style="list-style-type: none"> Manage all insurance queries and legal issues relating/to the Academy in accordance with ULT procedures. Liaise with ULT insurance dept. Manage, update and maintain all contracts relating to the Academy & premises including tender processes as per ULT guidelines. Ensure that all PPM KPI's are adhered to. Liaise with Local Council in regard to all Service Level Agreements ensuring they are maintained. Monitor energy consumption to ensure the efficient use of utilities.

	<ul style="list-style-type: none"> • Plan the maintenance of buildings the upkeep of playing fields, gardens, tennis courts, land drainage, boundaries, footpaths, roads and rights of way. • Carry out such liaison work with community users of the Academy site. • To be the Academy's Fire Officer and ensure all safety standards are adhered to. • Ensure training is provided for all staff required to drive the Academy Minibuses and updating declaration forms. • Ensuring Academy are safely maintained in line with Section 19 permit at all times. • Ensure that the online helpdesk is managed, and jobs reviewed, actioned and cleared in a timely manner.
Health and Safety	<ul style="list-style-type: none"> • Act as health and safety lead • Ensure application of, and monitor compliance with, the United Learning Group Health and Safety Policies that relate to Estates compliance matters in the academy and Nursery. • Organised and co-ordinate the termly Health & Safety Committee meetings. Maintain and update all health & safety procedures/policies/risk assessments as per directed following termly audits. • Have oversight of all Estates inspection and planned preventative maintenance activities as required by Group H&S Policies to ensure these are carried out at the required frequencies and that any corrective actions required are implemented appropriately. • To maintain logs and registers for compliance with legal and internal record keeping requirements. • Maintain and regularly review business continuity and disaster recovery plans. • Implement and monitor appropriate physical security systems to protect each academy. • Hold a valid IOSH Managing Safely certificate or being willing to undertake the qualification
General	<ul style="list-style-type: none"> • To develop excellent working relationships with colleagues internally, centrally and externally. • To be an effective and flexible member of the support services team, contributing to the successful adherence to safeguarding policy. • To uphold the academy policies and procedures at all times. • To ensure any documentation produced is to a high standard and is in line with the in-house style. • Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. • Participate in training and other learning activities as required. • Participate in the academy's performance management process. • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. • To promote the area of responsibility within the academy and beyond. • To represent the academy at events as appropriate. • To support and promote the academy ethos. • To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

Functions:	<ul style="list-style-type: none"> • Operational Effectiveness • Service co-ordination • Policy, Procedure & Process • Health, Safety & Risk • Safeguarding • Continuous Professional Development (CPD) • Professional value & ethics • Asset management planning • Space planning • Resources & facilities management • Grounds maintenance
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>This post may involve both evening and weekend work and the post holder will need to demonstrate a large degree of flexibility and willingness to work unsocial hours. The need to adapt working hours around the business need of the academy is an expectancy of the job role.</p> <p>The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students</p> <p>This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.</p>	

*I confirm that I have read and understood the details contained within this job description.
I understand that by signing this document, I agree to the terms and conditions contained within it.*

Signed Print Name	
Dated	