**Facilities Manager**

**Location:** Hazel Cottage School, Fazakerley, Liverpool

**Hours**: 37.5 hours per week

**Contract**: Permanent, 52 weeks per year

**Overall purpose of Job:**

* Undertake general maintenance and emergency repairs, security, portering and cleaning service to the organisation at any of the specified sites.
* Co-ordination of the site support services including, security, fire safety and control, access, waste management, cleaning, grounds and gardens and call out duties.
* In conjunction with the Senior Leadership Team (SLT), take the lead in ensuring that *Hazel Cottage School* is effectively managed and the requirements of Health & Safety legislation and school policy are understood and adhered to throughout.
* To supervise facilities operatives, cleaners and external contractors.
* To undertake various regular statutory checks including Asbestos visual check, fire alarm weekly and periodic tests, water checks etc.
* Utilise, understand and update computer-based database software in order to ensure HSE and Building Records are maintained.

**Key Roles and Responsibilities**

1. Undertake general and emergency repairs and maintenance around the establishment, inside and out, including plastering, basic joinery, decorating, repairs to fixtures and fittings, furnishings and buildings, to ensure the site is a safe and well-maintained environment for pupils, employees and visitors.
2. Ensuring Garden and surrounding areas, including pathways, hedging, trees, car parking and external play areas are well maintained.
3. Move heavy and awkward shaped furniture and supplies as requested, and work at heights in accordance with Health & Safety regulations and after the completion of appropriate risk assessment checks.
4. To supervise all external contractors ensuring that all necessary procedures are adhered to.
5. To ensure an effective cleaning service is undertaken, advising SLT of any issues or concerns.
6. Maintain security of the site i.e., opening and closing of the premises in line with agreed opening and closing procedures. Share locking up and unlocking procedures with facilities operatives and cleaners, to ensure a comprehensive locking and unlocking of the site takes place. Inform SLT of any issues or concerns.
7. Be a named key holder for emergency call outs. Liaise with alarm company as and when required.
8. Place orders in accordance with accepted procedures including arranging delivery of materials for key maintenance tasks.
9. Be a key member of emergency and fire marshal group undertaking training as and when necessary.
10. Be the Chair of the Health & Safety Committee.
11. Undertake required statutory Health & Safety periodic checks including asbestos visual check, weekly fire alarm call point tests, legionnaire testing, first aid box checks, emergency lighting tests, fire door checks, operation of fire exits, fire extinguisher tests, ladder checks, and equipment condition checks.
12. Carry out a daily walk of the site, report to the SLT of any significant issues.
13. Arrange PAT testing, fixed wire testing, tree surveys, boiler servicing etc.
14. To ensure that all equipment and materials are used in accordance with Health & Safety guidelines.
15. To ensure that company tools and equipment are kept in good order and propose solutions to repair any faulty tools or equipment to the School Administration Manager.
16. To have weekly meetings with the SLT to discuss the operation of the site.
17. To provide transport duties including minibus runs as required by *Hazel Cottage School*.
18. To supervise the facilities team and Cleaners.
19. To undertake banking runs as and when required.
20. Cover the transport arrangements as and when required. Liaising with the School Administration Coordinator on any transport issues.
21. Arrange for quotes from external contractors at the request of the School Leadership Team.
22. Any other duties that may be required from time to time that is commensurate with the role.

**Organisational Duties**

* Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equal Opportunities and other relevant legislation, and should conform to professional and ethical requirements.
* Any other appropriate duties as allocated by the SLT or Head teacher.

**Special conditions: -**

The post holder must hold a clean driving licence and live within reasonable distance of *Hazel Cottage School.*