

Job Title	<i>Facilities Manager</i>
Responsible to	<i>Headteacher</i>
Key Internal Contacts	<i>Other staff within the facilities team</i> <i>Staff in other departments within the Centre</i> <i>Service Users</i> <i>Staff in other Centres in the Region</i> <i>Central Office Staff</i>
Key External Contacts	<i>Student relatives, advocates, and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

JOB PURPOSE

To ensure that a high-quality facilities service is provided to our schools.

KEY TASK AREAS & RESPONSIBILITIES

- To manage the facilities team and provide day to day supervision for planned and responsible repair programmes, domestic tasks and catering duties (Service dependent)
- To ensure that the facilities provided are of a high standard at all times and that the facilities team exercise their full responsibilities, duties and tasks
- Responsible for the coordination of the relevant areas of the capital and operational expenditure
- To monitor and audit schedules of work and the quality of completed projects
- Liaise with external providers to ensure cost effective contracts are in place and reviewed regularly
- To prioritise and organise planned and responsive workload for all areas of responsibility
- To manage all on call/out of hours response rotas to ensure satisfactory outcomes and be part of the on call team
- To obtain maximum economy and efficiency in all works
- To ensure risk assessments and procedures are in place and in accordance with Company standards
- To advise and support the team with issues relating to Health and Safety, food hygiene, fire management and building-related legislative technical matters
- To develop maintenance programmes to cover responsive, cyclical and planned maintenance and repair works



- To support the development and introduction of monitoring systems and recording for Health and Safety and evidence for the Regulatory B
- To ensure that company vehicles are maintained and in good state of mechanical repair
- Assist in the purchasing of company vehicles
- To co-ordinate housekeeping duties, to have an overview of soft furnishings needs for the residential and public areas of the services along with the Head of Service and the management within the care team
- To assist the maintenance team in fulfilling their duties as a first response to environmental crisis
- To respond to repair requests, assess work needed and ensure that repairs are undertaken
- To ensure Health and Safety legislation and procedures are complied with at all times including health and safety plans, risk assessments, fire alarm tests and regular update of record files for inspection by the Regulatory Body and in accordance with company policies
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations as set out in Company policies.
- To ensure that the purchasing of all catering, cleaning and maintenance/grounds supplies is undertaken to assist in the smooth running of all specified areas
- To have an awareness and empathy with the Service Users for whom the service is provided and to carry out duties being mindful of their needs

Staff

- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews and return to work meetings
- Lead and supervise the staff on shift to ensure that they carry out their duties and behave appropriately at all times
- Report issues that have arisen in the day promptly to the relevant person
- Ensure staff follow Company policies and procedures at all times and feeding back as and when necessary
- Support all staff and ensure their safety and well being
- Ensure and/or undertake verbal debriefs with staff as required and necessary and ensure relevant paperwork is completed
- Effectively hand over to other staff and teams as required
- Issue money as required and ensure amounts balance with cash held at the end of the shift and weekly cash returns are undertaken
- Delegate responsibilities, work and tasks based on competence of staff and needs of the Company and review in order to promote teamwork and communication
- Ensure that any areas of insufficient staffing levels are reported to the relevant manager and that cover is provided to meet shortfalls
- Assist in the training and ongoing development of staff



- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required



PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience of managing a multi-functional team		✓
Experience at management level in an education/residential setting		✓
Experience of supervising and appraising staff		✓
Experience of leading and managing maintenance projects	✓	
Experience of costing work, purchasing and working within budgets	✓	
Skills		
Good knowledge of maintenance, catering and domestic practices including the use and storage of relevant products	✓	
Good knowledge of devising and implementing effective systems of working	✓	
Ability to work independently and as part of a team	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Qualifications & Training		
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car		✓