



Facilities Manager

Up to £32,000

CANDIDATE INFORMATION PACK

Park School is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.

CVs will not be accepted.

Facilities Manager

We are looking to appoint an efficient and enthusiastic Facilities Manager who can lead the at our school. Applicants should be flexible, able to work on their own initiative and prioritise workload to meet demands and deadlines. The post holder will be a member of the schools Extended Leadership Team working together to ensure the site is safe and inviting for all users.

To be successful in this rewarding role you will need to be well organised, have the ability to work under pressure and adhere to deadlines.

Park School offers the opportunity to work:

- In a school that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team of excellent teachers and support staff who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- Committed to creating outstanding pupil experiences and learning for all.

The ideal candidate will:

- Have a proven track record of caretaking or premises management.
- Have a passion for building strong relationships with young people and families through restorative working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils and staff but also who can remain calm under pressure.
- Be a person who thrives in a fun, yet challenging environment.
- Have a sense of humour.

If you feel that you have the energy, passion, resilience and drive to be part of making Park School outstanding, we would love to have you join our team. The pupils, staff and governors warmly invite you to visit us and see Park School in action.

Please contact office@parkschooloxfordshire.co.uk or go to our website for more information:
www.parkschooloxfordshire.co.uk

Candidates are encouraged to apply as soon as possible. We reserve the right to interview as and when applications are received, ahead of the closing date and withdraw this advert.

Job Description

Job Purpose

- To be responsible to the Headteacher for a high level of maintenance of the buildings and site, including technical and administration duties.
- To provide security of the site and emergency cover as and when required. Provide support in all day-to-day activities either internal or external
- To be responsible for the general safety and overall appearance of the site, and manages all issues relating to Health and Safety, e.g. implementing a programme of risk assessments.

Main 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 always of a high standard 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-hour 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 Body
- 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
- Maintain long- and short-term maintenance schedules and where appropriate decide which repairs
- Where appropriate to the nature and organisation of the school, write reports on fault finding, cost of vandalism, suggestions for increased efficiency of the service inspections/fault finding etc.
- Support the Finance Manager in the promotion and management of lettings of the establishment's facilities.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendments from time to time, including on appointment, after consultation with the post holder and without changing the level of responsibility of the post.

All school staff are expected to:

- Work towards and support the school vision and current school objectives as outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the Equality and Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.

Person Specification

	Essential	Desirable
Education and Training		
Recognised premises management training / qualifications or significant experience of managing premises	✓	
Health and Safety qualification	✓	
Professional and Experience		
Evidence of premises management experience to support the day to day operation of an establishment / company within financial constraints	✓	
Experience of working in a school or similar establishment	✓	
Experience of managing multiple priorities	✓	
Experience of managing Health and Safety	✓	
Knowledge and Skills		
Good oral and written communication skills	✓	
Good general awareness of premises and safety issues and ability to identify and respond to potential hazards and maintenance needs	✓	
Ability to gather information, problem solve and use own initiative	✓	
Competent with use of IT and mobile devices, email and standard office applications	✓	
Ability to prioritise and manage workload appropriately whilst maintaining a flexible approach to respond to urgent requests	✓	
Ability and experience of carrying out site maintenance	✓	
Significant ability and qualifications with a specialist trade or skills (eg plumbing, electrical work)		✓
Personal Attributes		
Enthusiastic team player	✓	
Organised and methodical, able to keep detailed records	✓	
Ability to work reliably and independently on own initiative	✓	
Track record of being thorough and attention to detail	✓	
Ability to work positively and flexibly with pupils, colleagues, external stakeholders and others	✓	
Flexible and adaptable	✓	
Have a positive can-do attitude, energy and commitment, and able to provide high standards of customer service	✓	
Passionate and committed to the development of pupils	✓	
Good time management	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	