

Job Description & Person Specification

Facilities Manager

Line Manager: Health and Safety Manager and Headteacher

Job Purpose

Responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the school. The principal responsibilities are detailed below.

Areas of Responsibilities and Key Tasks

1. General

Be able to prepare and implement risk assessments and any recommendations and procedures. Contribute to school development projects and general maintenance schedules. Be sympathetic to environmental concerns regarding all aspects of the school and grounds. Needs to be a hands on individual who can develop and implement systems and procedures and maintain current ones.

2. Security and Associated Duties

Carry out security procedures for school buildings and grounds. Check doors, windows, fire exits, etc, for the purpose of school use, out of school hours functions, maintenance and emergency services. Regularly check the proper operation and function of alarms and fire equipment and ensure emergency exits are not obstructed.

Liaise with the emergency services including call outs as required.

Report acts of theft or vandalism to the Headteacher and/or police as necessary.

3. Heating

- a) Check and control system functions.
- b) Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements.
- c) Organise repairs as required in line with school policy. Reporting to SLT immediately where service may be disrupted to the running of the school.

4. Manual Handling Duties and Furniture Moving

Must be able to move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.

5. Emergencies

- a) Clean sickness and other spillages as required.
- b) Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered.
- c) Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- d) Ensure access for emergency services, assist as necessary, secure premises as required.

6. Internal Maintenance

- a) Daily checks of building. Report all defects which require specialist repair.
- b) Inspect electrical fittings and report defects as required.
- c) Replace lamps and domestic fuses as required.
- d) Regularly inspect plumbing and report/repair defects as appropriate.
- e) Synchronise clocks, time switches as required.
- f) Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- g) Order and take delivery of materials to deal with repairs mentioned above.
- h) Subject to safety regulations, redecoration of any area, general and emergency repairs and maintenance, 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 around the establishment agreed as reasonable on instruction from the Head teacher.
- i) Remove graffiti etc, as required by Headteacher.
- j) Purchase materials for minor repairs.
- k) Carry out minor works in order to improve the site as required by the Headteacher and/or Acorn Care and Education.
- l) Attend appropriate training courses as required by the Headteacher and/or Acorn Care and Education.
- m) To carry out water temperature testing in line with the Legionella system of control.
- n) To maintain an up to date ladder log including carrying out inspections on associated equipment.
- o) Liaise with approved contractors to ensure statutory inspections or servicing are carried out with remedial works completed when identified.

7. External Maintenance

- a) Maintain cleanliness and general tidiness of all external hard areas.
- b) Clean and clear all drains and gullies to ensure effective and healthy operation.
- c) Inspect outside fabric of school, report/repair defects as appropriate.
- d) Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate.

- e) As required by the Headteacher, remove/obscure all graffiti.
- f) Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.
- g) Clear leaves, snow, ice, as appropriate, including treatment of surfaces with salt, etc.
- h) Inspect all outside areas for dangerous materials and remove – including external emergency clean of spillages.
- j) Carry out minor works in order to improve the site as required by the Headteacher and/or Acorn Care and Education.
- k) Be responsible for care and maintenance of school vehicles and other equipment.

OTHER RESPONSIBILITIES

- 8. At all times and on all occasions to promote and comply with the Schools commitment to the Safeguarding of the vulnerable young people in our care.
- 9. At all times and on all occasions to promote and comply with the Schools commitment to Equal Opportunities.
- 10. All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation.
- 11. Each individual must ensure that they meet their statutory responsibilities with regard to Health and Safety, Equal Opportunities and other relevant legislation, and should conform to the professional and ethical requirements.
- 12. Maintaining and updating the service recording programs including those held in local files and the online systems used by the school. This includes; Accident reporting, Maintenance checks, Legionella testing etc.
- 13. Completing and recording Health and Safety checks, for example fire alarm and vehicle etc. HSE Manual, Fire Log Book and Company vehicle Logs to be maintained.
- 14. Carry out periodic premises checks at the frequency instructed i.e Fire Safety to be checked daily and report to the SLT of any significant issues.
- 15. Provide a weekly account of work completed.
- 16. Any other reasonable duties commensurate with the post.
- 17. To partake in training courses specific to this role and the working environment, such as; IOSH, First Aid, COSHH, Fire Marshall, Safeguarding etc.

18. To line manage the Facilities Co-ordinator including managing absence procedures, staff development, training requirements and performance management reviews as required.
19. To manage the workload and working hours of direct reports and ensure productivity is consistent.
20. To arrange, monitor and review contractors on site including overseeing the cleaning of all buildings to the required standard.
21. To attend and contribute towards H & S committee meetings regularly and chair those meetings in the absence of the H & S Manager

Working Time

- a) The Facilities Coordinator will be required to work a 52 week contract, of which there is an entitlement of 25 days annual leave, plus bank holidays.
- b) Full-time 37.5 per week Monday – Friday, hours of work are negotiable/flexible. This is including a half an hour unpaid Lunch Break.
- c) Working hours shall be performed within an alternating shift pattern to ensure the opening and closing of the school buildings can be performed by the facilities team.

PERSON SPECIFICATION

The post holder will be required to demonstrate and develop competence in the following key areas:

EXPERIENCE

Essential

- Experience of team work
- Experience of working to a deadline
- Experience in facilities management or a related field

Desirable

- Experience in DIY/practical skills
- Experience in dealing with contractors
- Experience of a school environment

SKILLS AND KNOWLEDGE

Essential

- Good interpersonal and communication skills.
- Good organisational skills
- Ability to work on own initiative
- Ability to work under pressure and meet competing deadlines if required
- A developed understanding of Health and Safety legislation, systems and procedures
- Computer Literate
- A minimum of IOSH managing safely in schools is required to fulfil this post. If not yet obtained agreement must be made to attend the first available course.

PERSONAL ATTRIBUTES

Essential

- A flexible, can-do, positive attitude
- Can self-motivate and think for themselves
- Shows initiative, needs little supervision
- Able to plan and organise a work routine
- Is well-organised – can prioritise a number of jobs
- Able to complete paperwork and cost materials/equipment.
- Deals with health and safety issues first and promptly
- Driving license

Desirable

- Able to offer/demonstrate experience of a trade (electric/plumbing/building/health and safety/facilities management) etc
- Qualified First Aider
- Qualified Portable Appliance Tester