

Norton College Worcester and Norton College Tewkesbury

JOB DESCRIPTION: Facilities Manager

Reports to: Head of School

Responsible for: Cleaners

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Overall purpose of Job:

- Undertake general maintenance and emergency repairs, security, portering and cleaning service to the organisation at any of the specified sites. Norton College Worcester (NCW) & Norton College Tewkesbury (NCT)
- 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 NCW & NCT is effectively managed and the requirements of Health & Safety legislation and school policy are understood and adhered to throughout.
- To supervise the 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. To attend regular Health & Safety Committee meetings.
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 supervise the Cleaners.
18. 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 **NCW & NCT (Travel time of 30 minutes)**.

	Essential	Desirable	Measured by: a) application form b) test / exercise c) interview
Personal Specification			
Qualifications and Training			
Minimum of 3 GCSE's or equivalent	✓		
Willingness to undertake training	✓		
Good literacy and numeracy	✓		
Full Driving Licence	✓		
IOSH qualified (or willing to undertake training)	✓		
Current first aid qualification		✓	
H&S qualifications e.g. PAT testing, asbestos awareness, working at height. COSHH etc.		✓	
Experience			
Experience of maintenance working e.g. carpentry, plumbing etc	✓		
Experience of taking responsibility for the security of a building	✓		
Experience of directing the work of others	✓		
Knowledge and Understanding			
Health & Safety – Understands and able to apply H&S procedures relevant to the job such as: Manual Handling; Safe use of machinery and /or equipment; COSHH; First Aid and Hygiene Practice, and undertake risk assessments in all relevant areas.	✓		
Understanding / knowledge of pupils with Special Educational Needs (SEN)		✓	
Skills			
Able to use practical skills to improve the site and buildings	✓		
Able to organise, prioritise and complete tasks efficiently	✓		
Ability to work as part of a team	✓		
Able to follow instructions on equipment, materials etc.	✓		
Able to deal with emergencies and problems in a positive and systematic manner	✓		
Able to carry out the necessary Health & Safety checks and maintain log books	✓		
Able to recognise and deal with emergencies.	✓		
Able to assess the quality of others' work, and support and advise where necessary	✓		
Able to motivate others in the Facilities team through example and enthusiasm	✓		
Able to work alone when required	✓		
Able to recognise behaviour in children, which gives cause for concern, and follow school procedures.			
Competent in the use of ICT	✓		
Able to work effectively as part of the whole school team	✓		
Able to anticipate and reduce risk where possible	✓		

Able to devise a suitable jobs task list and prioritise accordingly	✓		
Able to develop more efficient and cost-effective ways of working	✓		
Able to communicate effectively (both orally and in writing).	✓		
Personal Characteristics			
Punctual and Reliable	✓		
Calm under pressure	✓		
Self-motivated	✓		
Positive and energetic approach to work	✓		
Versatile and Flexible	✓		
Willing to learn from the good practice of others	✓		