



Groveside School

Facilities Manager

Up to £37,000

CANDIDATE INFORMATION PACK



Groveside School is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.

Outcomes First Groups does not provide sponsorship.

Facilities Manager

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.

Groveside 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 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.
- To develop your career.

The ideal candidate will:

- Be a person who thrives in a fun, yet challenging environment.
- Be an exceptional administrator.
- Have a passion for building strong relationships with young people through restorative working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils but also who can remain calm under pressure and have a sense of humour.
- Be creative and bring out the best in pupils and families.

If you feel that you have the energy, passion, resilience and drive to be part of making Groveside School outstanding, we would welcome you to visit us and see Groveside School in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Zoe Eastwood on 01183 744556 or go to www.grovesideschool.co.uk for more information about the school. **Applications will be considered upon application.**

Job Description

General

- 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.
- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- Report issues and/or incidents relating to staff and pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- 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 school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the pupils and the Company.
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required.

Key task areas and responsibilities

- Provide responsive, friendly and school-focused premises services.
- Proactively ensure the safety, tidiness, security and comfort of school facilities and promptly and accurately report any defects or hazards identified in the school premises, procedures, working practices and equipment.
- Undertake scheduled routine compliance checks and inspections and keep methodical written and electronic and paper records as directed.
- Manage a programme of general maintenance, carrying out routine tasks and appropriately identifying any specialist works to be sourced from outside contractors, and undertaking maintenance appropriate to the postholder's skill level.
- Arrange, liaise and supervise contractors on site around the needs of the school and to ensure their safe and appropriate working and compliance with safety and safeguarding policies.
- Provide general caretaking services, including litter picking, restocking of hygiene supplies, sweeping, emptying bins, basic cleaning and use of site maintenance equipment.
- Provide welcoming customer service to users of school premises while ensuring compliance with the school policies.
- Be responsible for day to day school security, providing reliable locking and unlocking services for school facilities.
- Be aware of and report opportunities for improvements in safety, school's facilities or cost savings.
- Monitor and liaise with contracted cleaner to ensure high standards of cleanliness.

- Be a highly visible and proactive part of the school community to promote positive, safe and welcoming environments for all users of the school's facilities.
- Manage effective repairs and improvements, and operation of the maintenance schedule and ad-hoc maintenance.
- Project management, overseeing all major projects from initial development of requirements to conclusion and hand-over of completed works, and assisting in developing a rolling programme of major works to improve the site facilities in a structured and planned manner.
- Report to SLT on resourcing needs in respect of maintenance, security and enhancement of premises to ensure that annual budgetary provision is made.
- Undertake the role of Health and Safety Coordinator as per the Health and Safety Policy.
- Maintain long and short term maintenance schedules and where appropriate decide which repairs require outside contractors.
- Manage the fleet of school vehicles including regular checks and ad-hoc maintenance
- Manage and, operate site security systems, including opening and closing at the beginning and end of the school day and responding to call-outs as necessary, in order to provide satisfactory security arrangements.
- Manage provision of a portering and furniture moving service to ensure supplies are in place and school activities can proceed.
- Manage arrangements for purchasing, collecting, receiving and distributing deliveries of goods around the site maximising resources whilst minimising time and effort where possible.
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising management in order to ensure the most economical use of fuel and water.
- 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.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	Essential	Desirable
Education and Training		
<ul style="list-style-type: none"> Good general education, grade C or above at GCSE, or equivalent in English and Maths 	✓	
<ul style="list-style-type: none"> Recognised premises management training / qualifications or significant experience of managing premises 	✓	
<ul style="list-style-type: none"> Health and Safety qualification 	✓	
Professional and Experience		
<ul style="list-style-type: none"> Evidence of premises management experience to support the day to day operation of an establishment / company within financial constraints 	✓	
<ul style="list-style-type: none"> Experience of working in a school or similar establishment 	✓	
<ul style="list-style-type: none"> Experience of managing multiple priorities 	✓	
<ul style="list-style-type: none"> Experience of managing Health and Safety 	✓	
Knowledge and Skills		
<ul style="list-style-type: none"> Good oral and written communication skills 	✓	
<ul style="list-style-type: none"> Good general awareness of premises and safety issues and ability to identify and respond to potential hazards and maintenance needs 	✓	
<ul style="list-style-type: none"> Ability to gather information, problem solve and use own initiative 	✓	
<ul style="list-style-type: none"> Competent with use of IT and mobile devices, email and standard office applications 	✓	
<ul style="list-style-type: none"> Ability to prioritise and manage workload appropriately whilst maintaining a flexible approach to respond to urgent requests 	✓	
<ul style="list-style-type: none"> Ability and experience of carrying out site maintenance 	✓	
<ul style="list-style-type: none"> Significant ability and qualifications with a specialist trade or skills (eg plumbing, electrical work) 		✓
Personal Attributes		
<ul style="list-style-type: none"> Enthusiastic team player 	✓	
<ul style="list-style-type: none"> Organised and methodical, able to keep detailed records 	✓	
<ul style="list-style-type: none"> Ability to work reliably and independently on own initiative 	✓	
<ul style="list-style-type: none"> Track record of being thorough and attention to detail 	✓	
<ul style="list-style-type: none"> Ability to work positively and flexibly with pupils, colleagues, external stakeholders and others 	✓	
<ul style="list-style-type: none"> Flexible and adaptable 	✓	
<ul style="list-style-type: none"> Have a positive can-do attitude, energy and commitment, and able to provide high standards of customer service 	✓	
<ul style="list-style-type: none"> Passionate and committed to the development of pupils 	✓	
<ul style="list-style-type: none"> Good time management 	✓	
<ul style="list-style-type: none"> The ability to form and maintain appropriate relationships and personal boundaries with children and young people 	✓	