

KESTREL HOUSE SCHOOL

Job Description

Job Details

Job Title:	Facilities Manager
Hours:	Full-Time 40 hours per week
Location:	Kestrel House School, Crouch End
Responsible to:	Headteacher
Reports to:	Headteacher

Kestrel House School is a Special School for students aged 5-16 years with Autism and complex needs in the heart of Crouch End. Kestrel House School is part of Options Autism – Outcomes First Schools.

Job Purpose:

The Facilities Manager will contribute to the growth and development of the service. Accountable for the delivery of quality, efficient, collaborative support services to both Kestrel House School sites. The Facilities Manger will have line management responsibility for delivery of;

- Reactive maintenance
- Pre-planned preventative maintenance (PPM)
- Contractor/contracts approval and reviews
- Catering
- Cleaning
- Site Safety and Compliance
- Asset Management
- Vehicle Management
- Health and Safety, RIDDOR reporting, PHE, HSE
- Data Protection

The Facilities Manager will ensure the efficient running of the premises, including health and safety compliance and contract management, ensure operational resources are in place to deliver the School Improvement Plan and comply with all legal requirements in relation to health and safety, security and the environment. You will be the lead person to ensure all works are carried out in a timely fashion.

The Facilities Manager will be accountable for site safety, health and environmental compliance and will support the senior management team in the continued development of best process and policy.

General Responsibilities:

- To be responsible for the provision of a safe, secure, well presented environment to our children and young people, staff, parents and other stakeholders.
- To be responsible for ensuring operational compliance with all necessary standards and legislation within the facilities teams remit.
- To be responsible for the procurement and management of third party contracted services, to include on-going management of approved contractor register.
- To be responsible for ensuring a comprehensive preventative planned maintenance programme is undertaken.
- To be responsible for the financial performance of the facilities team, including supporting the senior management team with the development of operational and capital expenditure budgets.
- To be responsible for risk assessments on site.
- To be responsible for the delivery of a quality catering offering that meets the needs of the children and young people at Kestrel House School.
- To be responsible for the delivery of an effective cleaning service to meet the needs of the children and young people at Kestrel House School.
- To ensure all accidents and near misses are monitored, all RIDDOR reporting to the HSE is completed.
- To be responsible for liaising with PHE if required
- To ensure security of site- maintaining keys, passes, Sign In App.
- Maintaining databases as required- such as Infoexchange

Staff management

- To manage all staff employed within the facilities team.
- To be responsible for staff development, training, motivation and discipline within the team, including the planning, allocation and evaluation of work carried out by individuals and provide feedback and recognition to staff on their performance.
- To ensure team rotas and holidays are effectively managed to deliver the necessary level of service.
- As needed, recruit staff, which confirmation from the headteacher, including requests, and ensuring relevant training and induction is carried out.
- To attend training courses as required by Kestrel House School.

Further responsibilities:

- To maintain an appropriate awareness of, and work effectively within the policies and procedures of Kestrel House School participating in appropriate processes, e.g. Appraisal, Continuing Professional Development, etc.
- To chair Health & Safety meeting.
- To undertake any other duties as may be reasonable required commensurable with the role.

Other:

- Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
- To actively participate in supporting the principles and practice of equal opportunities issues in accordance with the organisation's policies and to work positively towards anti discriminatory and anti-racist practice.
- Follow relevant Health & Safety procedures and raise awareness among staff, contractors, pupils and other users.
- At all times and on all occasions to promote and comply with the Acorn Care & Educations commitment to the Safeguarding of the vulnerable children and young people in our care.
- Must hold a valid driving licence.

Qualifications, Experience and Key Skills

- Previous Facilities Management experience. Relevant professional qualification or membership of a professional body desirable. (BIFM)
- Comprehensive experience of Risk Assessment(s) and Health and Safety Management (ideally IOSH qualified) covering such areas as Managing Contractors, Fire Safety, (Legionella, Asbestos) and COSHH regulations.
- Strong inter-personal skills to maintain good relationships with the local community, statutory authorities, contractors and staff.
- Comprehensive knowledge of current building regulations
- Competent IT user, trained in the use of MS Office including Word, Excel, Outlook (Powerpoint). (Other IT use would include online Facilities Managers tools/asset registers)

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.