

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: School Facilities Manager
Accountable to: HR Manager
Grade: Scale 6 Point 18 - 20
Hours: Arrangement to be confirmed

CONTEXT

Responsible to the Headteacher and line managed by the HR Manager. Responsibility for the management and operation of premises related functions at the school to include all buildings, grounds maintenance, security, cleaning, Health and Safety, the letting of our facilities and contractors.

To ensure that pupils, staff, hirers, visitors and contractors can work effectively and safely ensuring compliance with legislation and guidance as it relates to this post.

Ensure that the buildings and grounds are maintained and run efficiently following good sustainable and value for money principles.

ROLE

Report to the HR Manager in regards to facilities and buildings matters

Contribute to the planning of repairs and maintenance for both minor and major works.

Working with the Cleaning Supervisor, assist with supervision of the school cleaning staff, establishing cleaning schedules, instructing and monitoring in appropriate cleaning methods including safe use of equipment/ machinery/cleaning agents whilst ensuring cleaners are aware of and comply with associated health and safety requirements.

Take steps to ensure that the premises are free from hazards, safe and secure for pupils visitors and staff with direction from the HR Manager

Maintaining stocks of materials, protective clothing and equipment as required while ensuring best value principle.

Maintenance and Works

Arranging for repairs to be carried out under the building maintenance contract.

Maintaining a location plan of all turn valves and switches for utilities, ensuring there is clear access and that these are in good working order

To maintain and keep full records of works to include collation of tenders, as and when required.

Supervise contractors on site and undertaking checking and sign off of works in accordance with relevant senior staff.

Produce a weekly log of duties carried out by the premises team and submit to the HR Manager every Friday.

Ensure appropriate checks of the boiler, water and ventilation systems and plant rooms are undertaken and systems maintained to the correct standard.

As delegated by the HR Manager, monitor standards of maintenance, repairs and other works; reporting and defects to the appropriate senior staff member.

Oversee the general upkeep of the grounds including (but not limited to) watering of beds/grass, clearing roofs and gutters ensuring key tasks are undertaken within agreed timescales.

Ensuring emergency cleaning duties such as the removal of broken glass, bodily fluids, flood damage etc. are arranged and carried out as quickly as possible.

Move and distribute furniture, equipment and stores, as required and agree procedure for systematic removal/relocation across the site. (taking into account manual handling training).

Liaise with staff to co-ordinate stock records as required including annual furniture inventory and security marking

Undertake termly hazard control inspection and report to Premises Committee of the Governors with regards to buildings.

Oversee and manage the completion of the annual portable appliance testing of all electrical equipment.

Liaising with engineers regarding routine servicing and maintenance required across the site.

Fire Safety

Check fire appliances at regular intervals, ensuring that they are all serviced by the approved contractor, test fire alarms weekly and keep records of all testing including evacuations. If faults are identified, ensuring these are corrected within prescribed timeframes

Co-ordinate fire drills with the HR Manager and Health and Safety Committee

Health and Safety

Ensure the security of the premises is kept up to date as delegated by the HR Manager

Undertaking swimming pool water testing and ensure testing records are up to date, accurate and correct. Reporting and following procedures appropriately in the event of an adverse reading

Oversee the monitoring and testing for legionella, Gas Inspection, COSHH reporting and ensure that the water systems management log book is up to date and any anomalies are reported in the appropriate way

Implement risk management policies as directed by the HR Manager

Oversee and ensure the school site is kept free from pests and vermin and where appropriate, arrange for the removal of any infestations.

Premises and sites/units

Oversee strategies for the effective and efficient management and use of the school's facilities, including the buildings and equipment

Ensure the Linden Lodge is kept up to date and implemented

To manage the operation of the swimming pool ensuring the agreed operating procedures are followed in order to facilitate optimum swimming conditions. Ensuring safe storage of chemicals.

Ensure that maintenance and building contracts are tendered to comply with both the Academy and Legal guidelines in relation to Purchasing Goods and Services and with the financial limits agreed by the school and/or the Multi-academy trust.

Be accountable for all premises issues relating to the site including resources and Health and Safety, ensuring that inventories and risk assessments are maintained, current and fully compliant with all necessary guidelines and statutory frameworks.

Ensure the completion of an annual maintenance plan with projections for a rolling, year on year programme.

Site Security including the testing and maintaining of fire and intruder alarms, reporting faults as necessary

Acting as a key-holder and controlling site keys, routine and non-routine opening hours i.e weekends works and alarm trigger call outs.

To manage, and as required, operate appropriate site security systems, including opening and closing at the beginning and end of the School day, lettings outside school hours and responding to call-outs as necessary.

Be accountable for all letting of the buildings and grounds within the School's policies, maximising income but ensuring minimum disruption to the pupils

Be accountable for the maintenance of the School grounds ensuring the safety of the pupils and optimising the cost

Ensure that effective and high quality domestic service is provided to the School, covering cleaning and in house catering

To manage the heating and water systems, ensuring equipment is operating efficiently and achieving acceptable standards of temperature, whilst maintaining safe and tidy plant rooms. Liaising with mechanical engineers regarding routine servicing and maintenance.

To ensure safe access to premises in the event of snow or extreme weather conditions, or any other emergency situation. Maintaining adequate stocks of salt and sand in case of extreme weather conditions

May be required to control, manage and operate school minibus and monitor the use, maintenance and cleaning of school minibuses

Line Management

Be responsible for the line management of both the premises team and the cleaning supervisor

To manage the work carried out by the school premises team, identified in their respective job profiles, to ensure it is carried out effectively and with due consideration to health and safety regulations.

Other

Carry out any other duties appropriate to the grading level, as required by the Headteacher or Multi-academy trust.

Being a member of the Premises Committee of the Governing Body if required to do so, attending meetings as necessary providing written reports termly of works completed and works for the future.

Cover the Premises Assistant/Officer post, as and when required

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the HR Manager and Multi-academy trust
<i>CPD</i>	<p>Commitment to own personal development</p> <p>Undertake all mandatory training, as required</p> <p>Participate in training activities and sessions offered by Linden Lodge and Multi Academy Trust to gain and keep up to date knowledge and skills and keep up to date with technical requirements of the post</p> <p>Undertake all relevant training related to the post including the planning and development of the Premises Department</p>
<i>Service and Self Review</i>	<p>Review methods of effective learning</p> <p>Engage actively in the performance review process</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times

<i>Supporting other colleagues</i>	Advise and support colleagues and management in current and future objectives
REVIEW This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.	