

<b>Paddock School</b>	<b>Job Title: Facilities Manager</b>
<b>Responsible to: Head of Operations</b>	<b>Responsible for: Facilities Assistants</b>
<b>Grade: Scale P03</b> <b>Spinal point: 33 - 36</b>	<b>Working Hours: 36 per week (9am to 5.00pm)</b> <b>TTO / AYR: All Year Round</b>

### **Main Job Purpose**

The Facilities Manager provides site management and transport services (Minibuses) at, and across, all school sites and works with the Head of Operations to develop and continuously improve the appearance, operation and functionality of the sites to support the aims & goals of the school.

The Facilities Manager takes the lead on all renovation & expansion projects in respect of the premises and facilities.

The Facilities Manager is accountable for the day-to-day safety, maintenance and appearance of the school.

The Facilities Manager is accountable for monitoring, assessing and reviewing outsourced school services, including cleaning, catering, gardening etc.

The Facilities Manager is accountable for the site management programme, budget and plan that support the needs of the school and creates a working environment in which staff take pride in.

With the support/guidance of the Local Authority, the Facilities Manager will ensure that the site management programme meets, and is compliant with buildings standards, regulations and statutory Health and Safety, security and fire requirements.

The Facilities Manager promotes and contributes to the development and implementation of the overall vision, values and aspirations of the school and promotes an ethos of care for all school resources

### **Accountabilities**

- Ensure that buildings regulations are met and acts as the school's Health and Safety coordinator and fire officer;
- Liaise and oversee contractors and building services operatives to facilitate preventative and reactive maintenance work at, and across, all school sites;
- Record buildings and maintenance issues/complaints and instigate corrective actions;
- Collate information on building maintenance faults, cost and time to repair and provides reports to the Head of Operations and SLT as required;
- Plan for and monitor Facilities expenditure according to the allocated budget;
- Manage projects and contractors and ensures value for money;
- Provide inter-site and external transport services as required;
- Line manage, mentor & coach Facilities Assistants by setting high standards and expectations and challenging underperformance;
- Develop constructive relationships and communicate with other agencies and suppliers
- Work/lead on Facilities projects as required.

### **Main Duties and Responsibilities**

#### Buildings standards and regulations

The Facilities Manager works with the authority to ensure that building standards and regulations are adhered to in order to meet statutory and legal requirements.

- Write, deliver and ensure policies and procedures as set out in the relevant legislation are carried out;

- Oversee and quality assure a robust system of checks and inspection by both internal staff and external specialists;
- Deliver Training to staff related to the role (including H&S and Fire).

#### Health and Safety, Security and Fire policies, procedure and practices

The Facilities Manager applies Health and Safety practices in all activities and coaches/supports all staff in doing so in order to ensure a safe working environment which meets statutory and legal requirements. The Facilities Manager ensures effective monitoring, measuring and reporting of Health and Safety issues to SLT, Governors and external bodies, including accident and Parago KPIs.

- Write, update and communicate Health and Safety policies to all stakeholders, ensuring availability of resources at all times;
- Understand and instil a strong Health and Safety regime across the school;
- Work closely with SLT and Front of House to ensure an effective visitor and pupil security processes;
- Develop and maintain systems and processes for monitoring & tracking safety issues and regularly consult with stakeholders on Health and Safety issues;
- Ensure systems/risk assessments are in place to enable identification and management of hazards;
- Keep accurate and up to date records of Fire and water safety checks;
- Plan/record scheduled preventative check related to Asbestos, legionellae, pat testing etc and record results;
- Ensure maximum level of security for the school site at all times and provides advice on any improvements, including contingency plans;
- Keep up-to-date evacuation, lock-down and emergency drill procedures;
- Write and review non-pupil-based risk assessments e.g. playground, hall, food-tech etc.
- Maintain non ICT asset inventories. Perform termly asset checks and report losses and breakages;
- Undertake regular Health and Safety walks, including checks on the accident book held by Front of House;
- Ensure there is an adequate number of first aid and fire marshal's;
- Ensure fire equipment is maintained and first aid boxes are correctly stocked;
- Plan, instigate and maintain a record of fire practices, alarm testing and checks on fire appliance;
- Ensure that Front of House and other staff are trained to fulfil fire marshal duties;
- Write Personal Emergency Evacuation Plans (PEEPs).

#### Day-to-Day Tasks

The Facilities Manager provides daily services that are essential to the smooth functioning and operation of the school.

- Be the main key holder for the school and ensure overall security of all sites. Open and close the school building as required or ensure there are other parties trained to perform this;
- Manage the holding and issuing of keys to all staff and contractors;
- Provide emergency cleaning during the day (including bodily fluids);
- Be the school's primary Health and Safety coordinator and Fire Officer;
- Respond to room bookings (through Parago) requests to set up and arrange furniture and equipment to meet customer needs;
- Deal with out of hours emergency contact;
- Check boilers, ventilation/heating systems and toilets to ensure they are fully fit for purpose;
- Carry out minor repairs;

### Site management and development, improvements and buildings utilisation

The Facilities Manager is responsible for the site management programme, including improvement projects and the external use of the school's buildings.

- Develop and deliver on a buildings and maintenance improvement schedule
- Liaise with the local authority in building/maintenance work
- Develop and operate a lettings strategy and system and oversee the out of hour's lettings. Ensure the facilities are provided at agreed SLAs and areas are returned to their normal use for school hours

### Ongoing site maintenance

The Facilities Manager administers all aspects of site management, including resolution of building maintenance issues and liaises with building services and other contractors.

- Promote the use of Parago to support monitoring and execution of building maintenance issues
- Plan and project manage a preventative maintenance programme
- Write and delivers policies and procedures to provide a proactive and reactive service
- Oversee grounds maintenance
- Plan and monitor standards of cleaning, including specialist cleaning, and ground maintenance
- Request and monitor emergency call outs following protocol with appropriate paper trail for audit
- Plan a schedule of cleaning/maintenance for all external areas, including overhead canopies, drainage gullies, guttering etc.
- Plan a schedule of cleaning/maintenance for all internal areas not covered by the cleaning contractors. To include, kitchens and kitchen equipment, high items such as lampshades, diffusers, fan filters etc.
- Report defects and maintenance for the Broadwater Road building through the Mi Aftercare system

### Contracts with suppliers and project management

- Maintain competitive contracts with suppliers covering all elements of the buildings and other resources, including vehicles
- Oversee all contracted works by agreeing SLAs and delivery plan/costs
- Ensure appropriate records are kept to provide a secure audit trail of costs and time of contracted delivery
- Lead on the purchase and repair on all non-educational furniture and fittings
- Monitor and check energy and water consumption to ensure efficiency, perform/record/analyse monthly meter readings.

### Stores

With the support of the Facilities Assistants, the Facilities Manager ensures that materials ordered have been received, accepted and meet the purchasing requirements.

- Orders are stored and/or delivered to customers
- Confirmation of delivery is immediately passed to the Finance team
- Maintain the inventory/stock record in the stores and returns/rejects orders that do not meet required standards
- Specific responsibility to monitor and manage hygiene orders

- Ensure adequate and safe storage of all hazardous materials so that Health and Safety requirements are met and product life maintained;

#### Transport provision

The Facilities Manager provides transportation services as required.

- Oversee vehicle usage and maintenance schedules;
- Conduct periodic basic safety/road worthy checks on all vehicles;
- Create the vehicle schedules and routes;
- Arrange for additional drivers to be trained/insured.

#### Planning & budgeting

Identify and plan the need for site maintenance and development resources.

- Manage a delegated budget securing and procuring best value for money.

#### **Safeguarding / other duties and responsibilities**

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council;
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role;
- To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection;
- To comply with all the school's codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and Health and Safety;
- Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person;
- Ensure confidentiality at all times;
- Contribute to the overall ethos, work and aims of Paddock School;
- Attend training as directed and identified;
- Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals;
- To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school's equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post;
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning GDPR and Health and Safety.

#### **Key Measures**

- Management satisfaction
- Delivery of projects on time and within budget
- Reduction of maintenance costs
- Facilities budget setting / monitoring
- Continuous improvement targets
- Accidents / Health & Safety / Security breaches
- Agreed service level agreements

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>○ GCSE Maths and English Level C or above</li> <li>○ Full, clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>○ NEBOSH Health and Safety Qualification</li> <li>○ IOSH Managing Safely</li> <li>○ D1 on Driving Licence</li> <li>○ Relevant Trade qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>○ Facilities operations role &amp; duties</li> <li>○ Successful Manager as a Facilities / Site Manager</li> <li>○ Health and Safety Experience in a School setting</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience of working in a special educational needs school</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>○ Microsoft Office skills</li> <li>○ Have experience of a range of trades</li> <li>○ Excellent understanding of developments in buildings standards and regulations</li> <li>○ Project management</li> <li>○ Manual handling, DIY, fire marshal, first aid</li> <li>○ Ability to translate buildings, health &amp; safety, security/safeguarding law into policies procedures and best practice</li> <li>○ Ability to direct/manage projects</li> <li>○ Delivering facilities services in a polite and courteous manner regardless of the situation</li> <li>○ Communicating effectively with customers and others and ability to deal calmly with difficult situations</li> <li>○ Knowledge of supplier/contract management</li> <li>○ Negotiation skills</li> <li>○ Attention to detail</li> <li>○ Ability to work alone, and be part of a team and be self-motivated</li> <li>○ Ability to balance conflicting demands</li> <li>○ Excellent time keeping and professional appearance</li> </ul>	