**Job Description**

**Building Services Manager**

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| **Post Title:** |  | **Building Services Manager (BSM)** |
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| **Purpose:** |  | Responsible for the ongoing serviceability and improvement of the Academy buildings, grounds and facilities. Also responsible for the security, maintenance and cleanliness of the Academy site and for health and safety within the Academy, with particular emphasis on issues that affect the premises’ management of the Academy. |
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| **Reporting to:** |  | The Vice-Principal, in consultation with the Principal |
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| **Responsible for:** |  | Building Services & all Cleaning Staff |
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| **Liaising with:** |  | Academy staff, external agencies, hirers, contractors and suppliers |
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| **Working Time:** |  | Full-time (36.5 hours per week), all year round. Normal hours of work will be 8.30am to 5.00pm Monday to Friday less an hour for lunch, although flexibility with working hours to best fit with the remainder of the building services team is expected with occasional early morning or late evening shifts to maintain an overview of operations. Additional overtime work at weekends is undertaken by others within the team and is not undertaken by the Building Services Manager although where exceptions to this arise, overtime would be payable upon prior agreement. |
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| **Salary/Grade:** |  | Academy PO1 Grade. starting at £44,847 p.a. Progression potential to PO2 |
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| **Disclosure level** |  | Enhanced DBS required for working within a school |
| **MAIN (CORE) DUTIES** | | |
| **Operational** |  | * Advise the Vice-Principal (VP) and Principal on all matters concerning the Academy (ATA) buildings, grounds and facilities including those at Openview sports ground * Direct the activities of the Building Services team and day time cleaning staff * Ensure regular maintenance tasks are logged and actioned * Contribute to the ATA Strategic Plan in consultation with the VP * Through consultation with the VP, oversee the management of the ATA lettings programme * Provide and organise out of hours cover where necessary including provision of a rota for out of hours alarm activations inclusive of weekends. * Act as the primary key holder for ATA * Ensure regular inspections of all buildings, grounds and equipment and that repairs are carried out expediently and that a comprehensive planned preventative maintenance regime is operated and annually reviewed * Control all keys and their allocation both for main site and at Openview * Ensure all security procedures, processes and staff are managed and implemented in accordance with ATA policy * Oversee and manage ATA’s CCTV, fire, access control, intruder alarm systems and Building Management Systems and possess a full working knowledge of the related operational systems * Liaise with Fire Officers as required, ensure weekly fire testing is carried out, maintain the ATA Fire Record and oversee the Annual Fire Risk Assessment process * Ensure that up-to-date records of utilities and service contracts in operation at ATA are maintained and available at all times * Liaise with the relevant authorities / service providers to ensure continued and uninterrupted services to ATA * Ensure schedules of regular maintenance undertakings are maintained * Organise the parking and access controls for ATA events when required and that suitable and sufficient staffing is in place * Through the Deputy BSM (DBSM), supervise the deployment of cleaning staff - organise cover staff when other staff are absent and perform performance spot checks * Through the DBSM, monitor the working hours of the cleaning staff and authorise timesheets for payment of salaries, maintaining records of staff absences and the taking of annual leave * Through the DBSM, ensure the sufficiency of stocks of premises related materials and equipment including cleaning supplies * Monitor the Grounds Maintenance contract and ensure services are delivered to the terms of the current agreement * Lead on Health and Safety and implement a Health and Safety Committee with shared oversight and control of such matters * In conjunction with the VP, undertake drafting, tendering and managing refurbishments and larger projects to appropriate timescales |
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| **Financial** |  | * Through the DBSM, operate within the allocated premises budget, as delegated, on an annual basis in accordance with Academy Financial Procedures * Ensure all premises expenditure is appropriately authorised and processed to the Finance department on a regular basis * Implement, monitor and maintain a Forward Maintenance Register to be reviewed with the VP on an annual basis as a minimum * Prepare job specifications and tender details for prospective contractors and ensure tender procedures are complied with * Ensure competitive prices are received from outside tenderers for repair and refurbishment jobs, in accordance with Academy Financial Procedures |
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| **Legislative** |  | * Ensure all premises related operations are carried out in accordance with Health and Safety Regulations * Ensure all premises staff have appropriate training and current in-date qualifications to complete their tasks (Health and Safety and First Aid at Work training requirements are to be treated as a priority) * Ensure staff training records are maintained and are available for inspection * Ensure all relevant statutory documentation relating to Health and Safety is in place, is in date and is regularly reviewed, including COSHH assessment, Risk Assessments and method statements as required * Ensure contractors and sub-contractors working onsite are aware of the relevant statutory Health and Safety regulations and local school regulations and that they comply with said regulations * Ensure compliance with school Fire Regulations through regular review * Maintain all statutory maintenance and test registers * Facilitate inspections from statutory inspecting bodes as required * Implement and review Academy policies related to premises management |
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| **Additional Duties** |  | * Promote and safeguard the welfare of children and young persons for whom the BSM is responsible and with whom the BSM comes into contact * Promote actively the school’s corporate policies * Actively engage in the staff and school review and development process * Continue personal professional development as agreed * Carry out other responsibilities as determined by the Principal and / or VP, following consultation. |

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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.  The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |