**Southfields Academy**

**Job Description**

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| **STATUS** Job Title: Manager of Premises and Facilities **Accountable to: Chief Operating Officer**  **Pay Range: £38,000 to £45,000**  **On call for emergency call out**  **Some flexible working at weekends/evenings may be required** | |
| **CONTEXT**  The Manager of Premises and Facilities is directly responsible for the planning, management and delivery of the premises and facilities management service to ensure all the Academy’s assets comply with legal and regulatory standards; that policies and procedures are robust, forward looking environmentally; and that academies are safe places of learning. This includes Southfields Academy, aspire@southfields and nursery@aspire’s premises and facilities.    The post will require regular liaison with a range of key stakeholders, including Trustees, the Department for Education (DfE), the Education Skills Funding Agency (ESFA), local authorities (LA) and contractors. | |
| **General**   * Shape, lead and manage the premises and facilities management function at Southfields Academy, working closely with the leadership teams in the Academy to ensure that the site and facilities provide an effective and high quality environment in which the Academy can achieve its objectives * Manage and improve a proactive health and safety process in the Academy ensuring compliance with all statutory requirements and Academy policies. * Direct and manage the premises and facilities support staff team, in partnership with the CEO/headteacher/COO, promoting teamwork and motivating staff to ensure effective working relationships and a positive work ethic. * Ensure that the Academy premises and facilities are kept open, clean, safe, secure, accessible, fit for purpose, and that value for money is achieved. * Work closely and effectively with the Academy’s external Premises and Facilities Consultant. * Ensure that weekly site checks for cleanliness are carried out on the external areas and perimeter areas, including car parks. | |
| **Health and safety**   * As the Academy lead for health and safety, ensure that the relevant legislation and good practices are continually observed * Lead, develop, implement, audit and review the Academy’s health and safety management systems termly, and provide advice to ensure that students, staff and visitors are provided with facilities that are safe and fit for purpose * Develop and implement policies, procedures and processes concerning health and safety, including risk/ emergency management * Promote and monitor safe working practices within the Academy and provide regular reports to senior management * Actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required * Ensure the security of Academy resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management * Establish, monitor and evaluate risk assessments within the areas of specific responsibility      * Work with theAcademy Fire Marshall to ensure that the Academy carries out its statutory duties with regard to Fire Safety. | |
| **Estates management**   * Effectively manage the duties of the Academy’s facilities and premises team, providing induction to new staff within the areas of responsibility * Lead the improvement and implementation of a Academy premises and facilities development strategy that augments the premises and facilities service of the Academy and ensures the provision of sound advice, support and assistance with complex premises and facilities matters * Ensure that where additional funding is available for capital works, that those opportunities are identified and that effective bids are submitted correctly and on time to maximise the amount of resources available to the Academy * Work closely with the Academy Premises and Facilities Consultant and the Chief Operating Officer to assist in the coordination of major projects liaising with advisors, bid writers and contractors * Manage the tendering, letting, implementation and snagging of all capital projects so that they are completed to time and budget and are fit for purpose * Establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/ specifications as appropriate * Develop and monitor systems relating to minor maintenance and repairs requests from headteachers and operational staff * Develop a maintenance strategy and plan for the Trust premises and facilities, through the appraisal of current assets, consideration of risk and prioritisation of maintenance requirements against budget * Develop asset management capability in the Academy to ensure that Asset Management Plans and associated systems and policies for the Academy premises and facilities are implemented, continually updated, and compliant with current legislation and codes of practice, and are reflective of the Academy’s aspirations for buildings to support effective teaching and learning. * Be on call for emergency call outs and be prepared to work flexibly, including evening and weekend working, where necessary. | |
| **Facilities management**   * Ensure that routine maintenance jobs are carried out by the premises team as required. * Provide expert guidance to the Academy leadership on facilities management issues including site, property and building issues, building cleaning and caretaking, grounds maintenance, security, insurance and health & safety * Advise and support the COO on the procurement, monitoring and management of facilities management services * Manage internal and outsourced premises services, such as Cleaning, on behalf of the Academy ensuring best value is achieved through prudent and compliant procurement and that quality of services delivered meet required standards * Develop a furniture, fixings and equipment strategy for the Academy | |
| **Financial Management**   * Work with the COO, MAT Finance Manager and school leadership team to ensure that the budgets for premises and facilities are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored * Manage the annual budget through monitoring and reporting that demonstrates financial probity; advising on premises and facilities maintenance and capital project finances, and overseeing the compliant procurement of resources * Liaise with local authorities, the DfE, the ESFA, contractors and other third parties as necessary in relation to premises and facilities matters * Manage the procurement of contracts for cleaning, security and utilities ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook and Academy financial management policies * Monitor and manage the premises contracts ensuring that the contracts deliver service to specified standards * Ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and take appropriate action, which will include advising senior management on technical issues that have financial and budgetary implications. * Obtain when necessary financial estimates relating to necessary work and advise senior management accordingly * Ensure that orders placed for site works/ services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily * Develop an Academy approach and policy for lettings that maximises revenue across all schools and delivers safe and secure on site lettings and events | |
| **Governance and compliance**   * Review and develop Academy premises and facilities policies and procedures ensuring they are appropriate, updated and comply with all relevant legislation * Ensure effective implementation and embedding of relevant policies and procedures within the Academy, undertaking periodical review to ensure continual fitness for purpose * Manage and implement processes and procedures which ensure Business Continuity and provide a framework for critical incident planning and management * Undertake responsibility for the Academy minibus fleet including compliance with maintenance and legal requirements * Ensure that any records created, received and used in the course of premises and facilities management are appropriate and compliant with the Academy’s policies and procedures in relation to data protection and records management. * Complete a termly premises report for governors/trustees as requested by the COO. | |
| **Other Duties**   * Undertake any other reasonable duties as directed by the CEO, Headteacher, Chief Operating Officer or as required by the Academy. * Support the inclusive ethos and culture of Southfields Academy and Southfields Multi Academy Trust. | |
| *Safeguarding* | * 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 * Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role * 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 |
| *Leadership* | To work under overall supervision of the CEO, Headteacher and COO |
| *CPD* | Commitment to own continued professional development and to undertake mandatory training as required |
| *Behaviour / Risk Management* | Work with other colleagues to ensure safety of both workers and users at all times |
| *Supporting other colleagues* | Work with and support other colleagues to ensure the smooth and effective running of the School |
| **GENERAL DETAILS** | |
| **REVIEW**  This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it can be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with the postholder. | |