

Job Title: Facilities Manager

Reporting to: Business Manager

Grade: 8

Overall Purpose of the Post:

The Facilities Manager will take the lead role for the Health and Safety management across a large multi-building academy site, or two or more academies. The post holder will be responsible for the day to day operational management, safety and security of the academy sites and ensuring they are safe for all users.

Main Duties and Responsibilities:

- Supervise the Site (Site Supervision and Cleaning) teams and meet regularly with the Business Managers to ensure effective communication within the teams.
- Distribute tasks within the Site teams according to skill level and availability.
- Check sites regularly (at least weekly) for any potential Health and Safety issues, taking corrective action where necessary.
- Keep accurate records for fire safety checks.
- Keep accurate records of water safety checks.
- Complete Risk Assessments in relation to any premises/site related concerns on both sites and take any corrective actions where necessary. Such as Fire Risk Assessments and Water Management.
- Undertake any other site related Health and Safety work as required.
- Manage capital projects from conception to completion which will include commissioning and managing contactors and maintaining high standards of workmanship.
- Good levels of IT aptitude and ability.
- Maintain and manage a schedule of works to ensure that the sites are kept operational. Prioritise work as appropriate which will include planning, producing and formulating schedules/programmes of work. Liaise with the Business Manager to produce a rolling 3-year budget plan on both sites.
- Manage maintain data relating to statutory checks and compliance, making all relevant returns for the Trust
- Ensure accurate records are kept of all work carried out and liaise with Business Managers or Principals over prioritising work to be done.
- Manage the academies' minibuses bookings and procedures and ensuring that all checks have been undertaken.

- Be mindful of best value at all times and discuss funding issues with the Business Managers.
- Ensure that all works are carried out within the confines of allocated budgets.
- Monitor and check energy and water consumption to ensure efficiency.
- Ensure all contractors visiting the sites are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos registers.
- Manage the cleaning contract to ensure cleanliness of sites, internal and external, and ensure high standards of cleanliness are met
- Ensure the moving of school furniture is undertaken with due regard to current Health and Safety and Lifting and Handling regulations.
- Arrange, procure or commission support for the site management and cleaning teams where staffing shortages arise if needed.
- Manage all site related issues in the case of an emergency or site closure. Ensure that sites are made accessible as quickly and efficiently as possible with minimum disruption to staff and students.
- Liaison with the Fire and Rescue Services in the event of a Fire or Emergency Evacuation.
- Carrying out security procedures for academy buildings and grounds.
- Ensure secure opening and closing of the academies premises including gates, doors, windows, fire exits etc. for the purpose of the academies use, lettings, functions, maintenance and emergency services as required.
- Ensure the correct checking of alarms and fire equipment and emergency procedures.
- Oversee the buildings maintenance systems and provide the Business Managers with recommended solutions to building issues.
- Deal or arrange to be dealt with, any utility emergencies or disruptions, turning off the supply as appropriate.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Manage the resolution of any minor repairs or work requiring external contractor intervention.
- Identify any major site requirements to the Business Managers and work with them and the Estates Director to resolve.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
- Complying with instructions from the Principals concerning letting procedures and ensure lettings are carried out as per letting agreement and monitor the sites to identify any breaches by hirers.
- Check and control system functions, regularly check heating systems, with due regard to appropriate safety requirements, report all defects to qualified heating engineer.
- Be responsible for implementing and recording a robust programme for the Portable Appliance Testing of all electrical (with the exception if ICT equipment) equipment in designated areas, ensuring Health and Safety legislation is followed.

- Be responsible for implementing and recording a robust risk management programme of Legionella, including risk assessment and testing/monitoring.
- Deal or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.
- To arrange for necessary repairs to academies equipment and/or minor works in order to improve the sites.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.