



# Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

## JOB PROFILE

<b>POST TITLE:</b>	Facilities Manager
<b>JOB PURPOSE</b>	To be responsible for the effective supervision, security and maintenance tasks at West Lakes Academy, Arlecdon, St Bees and Thornhill Primary School Line management of the Facilities team. To coordinate, support and advise the Headteachers and Operations Manager on all aspects of Facilities Management and Health, Safety and Environment.
<b>GRADE:</b>	Band G1 – G5
<b>RESPONSIBLE TO:</b>	Operations Manager/Senior Operations Manager

## MAIN DUTIES AND RESPONSIBILITIES

- Managing efficiently and effectively the school sites, accommodation, buildings and grounds.
- Ensuring the safety of staff, students and visitors to the schools by the effective use of staffing and equipment
- Controlling the selection, supervision, quality of work and ensuring a safe system of work for all staff and external contractors working at the schools.
- Managing all Estates staff at the schools.
- To be responsible for the overall maintenance and cleanliness of the school site and buildings.
- To overview the establishment and maintenance of premises development plans that prioritises work required and estimated costs.
- To overview the preparation of annual maintenance plans and schedules, costings with overall responsibility for the efficient operation of all facilities.
- In conjunction with the Head teachers, to ensure that effective evacuation, lockdown and search procedures are in place, and to be involved in their execution, as required.
- To be responsible for the overall security of school sites and all aspects related to this.
- To direct relevant staff to ensure preparation of specifications and liaison with architects and surveyors in respect of the alteration and improvement of buildings and facilities.
- To encourage the investigation and implementation wherever possible of ecologically friendly solutions.
- Ensure relevant Fire and Lockdown procedures are in place and practiced.

## HEALTH AND SAFETY

- Establishing and maintaining a proactive Health and Safety provision across the schools including designation as the 'Responsible Person'.
- Act as point of contact for H&S Responsible Person, arranging termly visits in liaison with Senior Team and Heads of Departments as necessary. Assist with annual auditing of risk assessments for the academy with H&S Responsible Person and Senior Team
- In conjunction with relevant staff and members of the Senior Team, to ensure that all Health and Safety risk assessments, systems, policies and procedures are in place.
- Develop, implement and maintain the academy's Health and Safety policy, procedures and other arrangements, as required, on behalf of the Head teachers.
- Monitor, co-ordinate and help to ensure compliance with all Trust Health and Safety requirements. Ensure all necessary documentation and records are in place.
- Provide regular monitoring reports, formal and informal, on the implementation and effectiveness of academy's Health, Safety and Environment arrangements to the Operations Manager and/or other managers, as appropriate.
- Advise and support school staff and students on Health and Safety requirements and how to best implement them. Respond to requests and queries in order to assist and facilitate operations. Wherever Health and Safety problems are identified within the schools, propose, initiate and setup viable solutions informing those responsible.
- Co-ordinate and lead a programme of workplace inspections and local audits. Ensure that prompt action is taken to remedy faults or deficiencies, as appropriate.
- Be responsible where required RIDDOR reporting ensuring compliance to regulatory timeframe.
- Proactively manage and undertake a programme of routine maintenance and testing of equipment subject to statutory regulations. Oversee and carry out a programme of Portable Appliance Testing. Oversee the annual Local Exhaust Ventilation testing programme. Oversee the statutory examination/testing of all relevant lifting equipment, pressure equipment and other equipment, as required. Maintain adequate records of the same.
- Ensure that accidents and near misses are reported promptly and investigated in accordance with Trust procedures. Ensure the necessary follow-up actions are implemented and the Operations Manager and Head teachers are kept briefed. Provide incident performance information, including trend analyses, to help drive awareness and improvement.
- Oversee the development, co-ordination and upkeep of the school's risk assessment system within the schools. Assist staff with the development and review of risk assessments.
- Disseminate and receive information on Health, Safety and Environment matters within the schools via effective communication channels providing advice and support where appropriate.
- Maintain the knowledge and experience required for this role through the necessary continuing professional development. Keep up-to-date on changes to Health, Safety and Environment requirements and share best practice.
- Oversee all Health and Safety training, including induction training for West Lakes Academy.



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## General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

## Trust

All Changing Lives Learning Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Experience</b>		
Health and Safety qualification e.g. NEBOSH and/or evidence of relevant continuous professional development	Y	
Level 4 Estates Management <u>and/or</u> evidence of relevant continuous professional development	Y	
Evidence of ongoing professional development in relation to leadership.		Y
<b>Experience</b>		
Experience of planning, organising, prioritising and delegating workloads effectively and meeting deadlines.	Y	
Experience of team leadership and performance management e.g. motivation, setting objectives, training needs analysis, performance review and appraisal	Y	
Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.	Y	
Experience of managing change and implementing new systems/procedures/controls		Y
<b>Knowledge and Skills</b>		
A good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money	Y	
Extensive knowledge of the law with regard to Health, Safety and Environment legislation, contracts.	Y	
Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation	Y	
Working knowledge of finance, spreadsheets, and word processing software packages	Y	
<b>Professional Characteristics</b>		
Innovation: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate	Y	
High standards: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others	Y	
Self-motivation: ability to initiate and complete routine and non-routine work independently.	Y	
Resilience: ability to remain calm under pressure and meet deadlines.	Y	
Communication: ability to foster good working relationships with	Y	

colleagues at all levels. Ability to motivate colleagues to understand the importance of Health and Safety as the norm and not as a chore		
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_