

## Job Description

<b>Post:</b>	Facilities Manager
<b>Pay range:</b>	£42,500 - £47,500 per annum

Ivy is a charity whose purpose is to provide education for the public benefit – this vision is based on four principles: Ivy is one family; Good education is a birth right; Make it easy to make a difference; Local leaders know best.

### Overall purpose of the post:

This is an important and high profile role within the Trust to provide Facilities Management expertise to the Central Team and 14 schools by procuring, implementing and monitoring delivery of Facilities Hard Services. In line with Trust policies, you will be responsible for compliance monitoring, budget planning, securing value for money contracts and working with central and school stakeholders to ensure that staff, students and visitors work in a healthy and safe environment.

### Main duties and responsibilities

#### Strategic oversight and compliance

- To take responsibility for the strategic development of all hard FM policies, procedures and contracts across the Trust by advising on best practice to ensure that Ivy fulfils its statutory obligations and minimises risk to students, staff, volunteers and visitors to our schools.
- To provide expert advice to the Head of Estates and Facilities with regards to incoming or changing legislation to take the lead role in developing and reviewing existing contracts and ways of working.
- To develop and maintain the Approved Contractor database and with the Head of Estates and Facilities, develop the annual Capital Programme plan across the Trust.
- To develop and implement a school facilities management programme to include planned, preventative and reactive maintenance, and a programme of cyclical maintenance and improvement works to maintain high standards across all sites
- To oversee the implementation of, usage and compliance of the Asset Management software. To liaise with the supplier to ensure that the service is fit for purpose and is continually developed.
- To work with the Head of Estates and Facilities to develop and implement interventions to review and test the Trust's health and safety documents and culture; enforcing compliance where necessary and support Headteachers, Office Managers and Site Managers to improve their understanding and adoption of policies, particularly in relation to statutory testing, fire safety, building compliance, legionella compliance, asbestos and external audits.
- To coordinate all Hard Services procurement activity and ongoing contract management encompassing contracts for, but not limited to: PPM (statutory testing), Building and Fabric Maintenance, Utilities, Fire Safety and Grounds Maintenance.
- To establish relationships with key suppliers and make recommendations for potential changes, taking into consideration the needs of the business and budgets set.
- To ensure that all contractors are compliant with Ivy contractor competencies, including DBS checks, and that records are reviewed and updated annually.
- To act as the escalated point of contact, and provide strategic leadership, for school developments in relation to maintenance works, capital investment and enhancement works.
- To work with the Office Managers and Headteachers to ensure all Site Managers are appropriately trained in relation to provision of Facilities Hard Services, by selecting and

providing access to appropriate, high quality training, monitoring and reporting uptake and impact.

- To lead on all matters relating to Fire Safety, ensuring there is a robust Fire Safety Risk Assessment adopted across all schools, that staff are appropriately trained and regular testing is undertaken.
- To work with the Director of Finance to review monthly Management Accounts, ensuring that expenditure is within budget.
- To support the Head of Estates and Facilities in leading the internal Capital Board, preparing agendas and writing reports, including Trust Board reports, as required.
- To take the lead role in ensuring that the Trust complies with all legal compliance including responsibility for Ivy's risk assessments alongside the Head of Estates and Facilities. To ensure that appropriate risk assessments are carried out and reviewed annually by Headteachers and Managers with responsibility for site staff.
- To support the Head of Estates and Facilities in work related to property transactions or developments.

### **Developing a value for money culture**

- To develop and lead a comprehensive procurement advisory service for Schools and the Central Team in relation to the Facilities Hard Services, overseeing the local work completed by contractors and site teams.
- To provide advice on how academies drive efficiencies with PPM schedules, utility costs and energy efficiency schemes. To share knowledge and best practice across the trust.
- To identify opportunities for cost efficiency and improved purchasing arrangements. Ensure all purchasing is cost effective and made within the systems and procedures as laid down within the trust.
- To provide guidance and support for the Head of Estates and Facilities and Head of Operations and Procurement to lead and manage procurement, writing Estates and Facilities related tender documents and managing all third party suppliers in relation to Facilities Hard Services.
- To ensure that compliance inspection and servicing budgets are adequately set and reflected in Access for the intervals specified.

### **Leadership**

- To provide indirect leadership to the site teams by providing relevant reporting and policy communication support, ensuring that necessary skill levels are developed, and that school based teams can provide staff and students with the very best advice possible on all matters relating to facilities management and health and safety compliance.
- To facilitate an escalation route for Headteachers, Office Managers and Site Managers on all matters relating to maintenance and facilities; providing proactive advice and reactive assistance where necessary.

### **Other**

- To undertake any other duties commensurating with this role as required, in particular supporting the Head of Estates and Facilities.
- To safeguard the quality of Health and Safety and Procurement data by ensuring the accurate input and audit of information being inputted to the Trusts systems.

### **All staff will:**

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour

- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ LGBs
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children

Person Specification	
<b>Post</b>	Facilities Manager
<b>Pay range</b>	£42,500 - £47,500

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and professional development</b>	<ul style="list-style-type: none"> <li>● Relevant qualification such as NEBOSH diploma</li> <li>● Evidence of continued professional development, both FM related and also more broadly</li> </ul>	<ul style="list-style-type: none"> <li>● Chartered Member of the Occupation Safety (CMIOSH) or working towards membership</li> </ul>
<b>Skills, knowledge and experience</b>	<ul style="list-style-type: none"> <li>● Experience of the development and implementation of building management systems and up to date knowledge of broad range of H&amp;S legislation</li> <li>● Relevant FM management experience, ideally gained in an educational and multi-site setting.</li> <li>● Experience of end to end procurement and tendering processes and extensive contract management.</li> <li>● Specialist knowledge of Asbestos Management, Fire Risk Assessment and Accident Reporting requirements</li> <li>● Experience of developing strategies for improvement and compliance monitoring</li> <li>● Ability to interpret and translate legislation</li> <li>● Computer literate with strong presentation skills</li> <li>● An understanding of the need to deliver a quality Health and Safety provision in an efficient manner</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant Fire Safety and Inspection qualifications</li> <li>● Experience of using Continuous Improvement tools</li> <li>● Experience of managing Health &amp; Safety in a classroom based environment</li> <li>● Experience of School Trips and associated Risk Assessments</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>● Experience of working as part of a team</li> <li>● Experience of Line Management and people management</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working as part of a Leadership Team</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● Exceptional stakeholder/ contractor management ability</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of presenting to large audiences</li> </ul>

	<ul style="list-style-type: none"><li>● Outstanding written and oral communication, reporting writing ability and organisational skills</li></ul>	
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