



# The St Marylebone Church of England Bridge School

## JOB SPECIFICATION

**Job Title:** School Facilities & Resource Manager

**Responsible to:** Line Manager/ Head of School

### **Job purpose:**

As the Facilities & Resource Manager, you will be responsible for overseeing the school's premises and managing resources to support teaching and learning in Science, Art and Food Technology. The role includes maintaining a safe, clean, and secure environment, managing contractors, systems, planned preventative maintenance, repairs and providing resource support for practical lessons. You will ensure that work spaces and equipment are maintained in accordance with appropriate health and safety regulations. The role plays a vital part in ensuring the smooth operation of the school while contributing to its welcoming and efficient environment.

### **Main duties and responsibilities**

#### **Resource Management:**

- Support Art, Science, and Food classes by setting up & clearing away before and after class, as required. Ensuring the required materials and resources are prepared in advance.
- Be responsible for the ordering and manage the receipt, storage, and distribution of deliveries to ensure resources are accounted for and stored appropriately.
- Monitor and maintain inventories of equipment and supplies, reordering as necessary to ensure continuity.
- Reporting broken or faulty equipment.
- Ensure printers are stocked with paper and toner as required, facilitating smooth day-to-day operations.

#### **Facilities Management:**

- Oversee the security, cleanliness, and maintenance of the school premises, ensuring the site is safe and functional.
- To clean, with support from contract cleaners, and be responsible for the tidiness of the site grounds, paths, access points and entrances, including keeping these free from leaves, litter, snow and ice.
- Ensure any graffiti is removed.
- Open and close windows, doors, and gates as needed, maintaining site security throughout the day.
- Perform regular inspections of the premises and grounds to identify and address issues promptly.
- Manage contractors and external teams, such as the cleaning and garden teams, to ensure work is completed to a high standard.
- Arrange statutory checks and maintain records of these inspections (e.g., fire safety, alarms, water systems).
- Liaise with the Head of School about fire drills.
- Review and update relevant policies.
- Monitor and maintain the building's systems, liaising with service providers to resolve issues when necessary.
- Organise and oversee planned preventative maintenance and repairs, performing minor repairs within your capability, and making sure all of these are carried out promptly.
- Maintain in a safe and clean condition, suitable for their intended use, all equipment, tools and other aids used for school caretaking purposes.
- Set up rooms for the School's major functions: performances, parent's meetings, examinations etc.

- Ensure that all goods and materials are delivered in accordance with delivery notes, and consistent with what was ordered, ensuring damaged items are not accepted.
- Ensure that all goods and materials are properly distributed/ stored.
- Maintain adequate stocks of materials and for carrying out the various elements of school caretaking.
- Keep records of usage of materials, inventories and stock held, re-order where necessary.
- Undertake any other reasonable duties as required by the SLT or Head of School.
- Notify the Head of School, Police and Director of Finance & Administration of any break-in or theft from the site.
- Taking appropriate 'make secure' action to minimise the risk of any further intrusions pending the completion of permanent repairs.
- Completing intruder reports, returns or other notifications in relation to actual or attempted break-ins, burglaries and thefts.
- Overseeing keys to the site, ensuring they are kept in a safe place. Getting copies of keys and issuing as required.
- Ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use.
- Register with the local police station as a key holder and formally record the details of registration.
- Ensure that the facility plant systems are maintained, keeping any required records.
- Read meters as required and keep any required records.
- In emergencies, the Facilities & Resource Manager may be required to undertake cleaning where necessary, including cleaning up bodily fluids, vomit and other soiling as soon as practicable, using specified materials and in accordance with health and safety guidelines.

## **PERSON SPECIFICATION**

### **Essential:**

- Experience of caretaking or facilities management
- Ability to work independently and as part of a team
- Ability to communicate effectively with all stakeholders
- Ability to deal with day to day issues using own initiative
- Ability to undertake minor repairs and maintenance work
- Strong organisational skills and attention to detail
- Flexibility to adapt to changing workload demands
- Ability to evaluate and contribute to the continual improvement of systems and processes
- Takes pride in own work
- Adaptable, proactive
- Reliable, good time-keeping
- An understanding of the demands of working in a school environment
- An understanding of Health and Safety procedures
- Committed to the School's ethos and professional standards, including the staff dress code
- Committed to safeguarding and promoting the welfare of children.
- Professional, friendly, and approachable attitude.

### **Desirable:**

- Experience of working in a similar role in a school
- A recognised trade (e.g. electrical, plumbing, carpentry, decorating)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.