



Job Description and Person Specification

Job Title: School Facilities Manager

Hours: 36 hours per week full-time with appropriate holiday entitlement.
10.30 am - 6.30 pm Mon, Tue, Thur, Fri
11.30 am - 8.30pm Weds

Flexibility is required to support out of hours events at the school and to manage cover.

Grade: P01

Reports to: School Operations Manager or equivalent with dotted line reporting to a Trust premises manager for technical and compliance matters

Location: This post will be split across two sites - Gainsborough School in Newham and the Eko Hub which is in North Street, Newham.

On occasion, the postholder may be required to provide emergency support to other schools within the East London area

Purpose of the role:

- To provide a comprehensive site management service to the school to ensure the environment is safe and secure for pupils.
- To line manage and supervise the work of assigned Site Operatives and manage site cover across both sites
- To ensure that the school premises are safe and well maintained.

Key tasks and accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Site Security

- To be a keyholder and emergency contact for the site.
- To ensure that the school is opened and locked to meet the needs of the school, liaising with others who have a responsibility for opening and closing the site to ensure that there is full coverage.
- To draw up and communicate site management rotas across both sites, including

emergency contact availability and out-of-hours use. To arrange cover where need be.

- To ensure that the site is secure and that any security weaknesses are addressed as a matter of urgency.
- To issue and maintain logs of keys and passes in accordance with school processes.
- To support the development of critical incident processes and to follow the Site Supervisor's responsibilities in the event of an emergency.
- To prevent trespassing and unauthorised parking.

Site Operative Management

- To line manage any assigned Site Operatives or other members of facilities staff. This will include:
 - Regular supervision
 - Provision of technical induction
 - Provision of advice and guidance on technical and health & safety matters
 - Regular liaison to ensure adequate site coverage
 - Ensuring that they have access to and undertake training relevant to the role
 - Assessing their level of practical expertise and assign tasks accordingly
 - Ensure that repair and maintenance is carried out in a timely manner and is of good quality
 - Performance management

Capital Management

- To input into Trust capital planning and asset management processes for both sites
- To review and comment on project documentation
- To attend project meetings and site visits
- To be proactive in making arrangements to ensure that works can take place in a safe and timely manner
- To devise a long-term site maintenance development plan

Budget management

- Liaise with the School Operations Manager or equivalent on the budget planning, management and monitoring of the school's premises management budget, estimated to be £60k per year
- To ensure compliance with the Trust's policies and procedures for finance and procurement
- To obtain best value for money quotes for repairs.
- To advise on potential cost savings and efficiencies

Site Support and Maintenance

- To monitor the school calendar of events and be proactive in identifying where site support may be needed and to liaise with school staff to agree arrangements.
- To undertake repairs and maintenance duties across both sites within the competence of the post holder, and ensure that both sites maintain stocks to undertake emergency repairs.
- To be proactive in identifying solutions to ongoing maintenance issues, including

undertaking product research

- Grounds maintenance - to ensure the work undertaken by the contractors and to agreed standard.

To ensure that the following are undertaken:

- Porterage and event set up
- Undertaking of daily checks of the site to identify and rectify any damage or faults.
- To advise on, monitor and implement good energy management systems.
- Monitoring and operation of school systems and controls
- Provision of meter readings as required.
- Daily duties such as litter picking, emptying of litter bins and clearance of graffiti.
- Emergency and spot cleaning.
- Replenishment of supplies (e.g. toilet roll, hand soap) on a daily basis and ensure that orders for replacement supplies are placed in good time.
- Managing manual handling tasks.

Contractor management

- To identify and prioritise site maintenance needs.
- To commission site maintenance works to be carried out in accordance with school and Trust procurement policies and procedures.
- To manage contractor attendance on the site, providing direct assistance to them as necessary.
- To ensure that contractors carry out their work in a safe manner.
- To raise any concerns regarding safety or quality of work in accordance with agreed protocols
- To maintain good relationships with the cleaning and catering providers on site, cooperating with any monitoring and support systems established by the school and reporting any issues using the agreed reporting systems.
- To make arrangements for contractors to attend the site in accordance with those systems established by the school and Trust.

Health and Safety

- To be aware of all Trust and school health and safety policies and procedures relevant to the role, and to work with other members of the school staff to ensure that they are effectively implemented
- To review and comment on draft policies and procedures
- To lead on health and safety systems related to the role across both sites, including identifying and addressing any weaknesses
- To ensure that records relating to health and safety are maintained and reviewed. ● To draw up risk assessments relevant to the role and to ensure that Site Operatives and cover staff are trained accordingly
- To ensure that a safe system of work is employed at all times.
- To participate in the Trust's health and safety audit programme and to address any findings on a timely basis.

Compliance, Statutory Testing and Maintenance

- Within the competence of the post holder to undertake compliance, statutory

testing and planned maintenance to meet the needs of the school, recording findings and addressing any issues or anomalies that arise in a timely fashion.

- To be familiar with and support the upkeep of the site O&M manual, developing maintenance regimes accordingly
- To ensure that processes are adapted to meet any statutory requirements or due to any changes at the site.

Record management

- To utilise the Trust and school's recording systems for all areas relevant to the role.
- To manage and organise the school's site documentation using Trust templates and systems
- To ensure that all health and safety and statutory testing records are kept up to date.
- To collate and provide information relevant to the role as part of the school and Trust reporting processes.

Member of Trust-wide Premises Management Team

- Participate in and contribute to Trust-wide premises management team meetings
- Help develop shared, good practice in premises management by contributing ideas to team discussions
- Support colleagues with advice and guidance when approached
- Participate in Trust-wide premises management projects such as school moves and re-organisations*

**Such projects will typically be during the school holidays and/or with adequate notice so that line manager agreement can be sought. Additional travel costs will be paid if appropriate*

General:

- Participate in training and other learning activities as required, and identify own areas of strength and development needs
- Participate in annual Performance Review and Development process
- Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety.
- Maintain confidentiality in respect of all records and information
- Be prepared to work flexible hours to meet the needs of the service - occasional early mornings, evening and weekends (with notice)
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the Job Description in specific terms following consultation with recognised Trades Unions

Person Specification

<p>Job Title: School Facilities Manager</p>	<p>Location: Based across two sites in Newham: Gainsborough Primary School and the Eko Hub in North Street. May occasionally be required to travel to other schools within the Trust.</p> <p>Milage will be paid for travel between sites during the working day. The post holder will be required to have business travel motor insurance</p>
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EQUALITY AND DIVERSITY
We are committed to, and champion, equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ● GCSE English language Grade C/4 or equivalent ● GCSE Maths Grade C/4 or equivalent ● IOSH working safely ● Certificated attendance at relevant training (e.g. working at height, COSHH, asbestos management) 		Application Form
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> ● Experience of a variety of IT packages including email, spreadsheets, word processing ● Successful experience of working as part of a team ● Experience of problem solving ● Experience of working independently ● Successful experience of working with external contractors ● Experience of managing premises compliance 	<ul style="list-style-type: none"> ● Experience of line management ● Experience of planning and managing capital works ● Experience of managing a budget ● Experience of asset management planning 	Application Form/ interview/Test

<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ● Ability to work effectively as a team leader and on their own ● Practical ability ● Ability to identify site hazards and maintenance needs. ● Awareness of own knowledge and abilities and of when external advice or support is required. ● Good verbal and written communication skills ● Well organised and methodical ● Able to prioritise workload and to meet deadlines ● Able to take the initiative when dealing with familiar or routine tasks ● Willingness to seek guidance when needed ● Must be a self starter ● Understanding the importance of confidentiality and an appreciation of the implications of the Data Protection Act 	<ul style="list-style-type: none"> ● Relevant site maintenance skills 	<p>Application Form/ interview/ Reference/ Test</p>
<p>QUALITIES:</p> <ul style="list-style-type: none"> ● Enthusiasm and positivity ● Friendly with a 'can do' attitude ● Resourcefulness and creativity ● Ability to maintain appropriate personal boundaries. ● Ability to work flexibly and co-operatively within a team ● Eagerness to grow and develop within the Trust ● Proactive, approachable, reliable, calm, trustworthy and professional ● High personal standards 		<p>Interview/ Reference</p>
<p>This post is subject to an Enhanced DBS (CRB) check</p> <p>The post holder must be prepared to travel. If using their own vehicle they must have (or be prepared to have) insurance cover for driving on school business. Mileage is paid for any travel beyond a daily commute to the place of work in accordance with Trust policy.</p>		