

## JOB DESCRIPTION

JOB TITLE	FACILITIES MANAGER
REPORTING TO	Director of Operations

### Job Purpose summary:

#### ***This role is effective September 2024***

The post has wide-ranging responsibilities which cannot be listed comprehensively. In essence, the Facilities Manager is responsible for the effectiveness, maintenance, development, safety and security of the School's buildings, grounds, utilities, vehicles and machinery. The objective of the role is to ensure that the organisation has the most suitable working environment for its employees and their activities. Duties must focus on using best business practice to improve efficiency, by reducing operating costs while increasing productivity of the team.

### Key responsibilities and accountabilities are as follows:

OPERATIONS	<ul style="list-style-type: none"> <li>❖ To develop and implement, in conjunction with the Director of Operations and Maintenance Manager, a rolling 5-year strategic plan for the maintenance Department to cover             <ul style="list-style-type: none"> <li>i) Capital spend</li> <li>ii) Maintenance spend</li> </ul> </li> <li>❖ Assist in the production of the Maintenance, Pool, Gardening, H&amp;S and Cleaning Department budget</li> <li>❖ Manage the Building Services Department staff</li> <li>❖ Ensure that the School's estate is managed to a good, safe and secure standard</li> <li>❖ Plan and help manage agreed minor and major projects to ensure they are completed to a high standard and are delivered on time and within budget</li> <li>❖ Manage and lead change to ensure minimum disruption to core activities is managed</li> <li>❖ Oversee the planning of essential central services such as security, maintenance, cleaning, waste disposal and recycling</li> <li>❖ Liaise with external agencies as necessary</li> <li>❖ Comply with all relevant statutory and regulatory requirements</li> <li>❖ Comply with local authority requirements</li> <li>❖ Prepare and submit planning applications</li> <li>❖ Procurement and contract management, negotiate and secure the best prices for services and small equipment</li> <li>❖ Develop strategies for energy and environmental conservation and for waste management</li> <li>❖ Maintain all of the Department's documentation</li> </ul>
HEALTH & SAFETY	<ul style="list-style-type: none"> <li>❖ Act as the School's Health and Safety coordinator.</li> <li>❖ Ensure Health and Safety is managed within the Building Services Department</li> <li>❖ Ensure that Whole School risk assessments are up to date and effective</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Ensure that the School complies with all Health and Safety legislation with the assistance of the Director of Operations and H&amp;S external consultant.</li> <li>❖ Provide Health and Safety and fire safety guidance and training to all teaching and support staff</li> <li>❖ Ensure that hazards throughout the School are being monitored and minimised.</li> </ul>
EMERGENCIES	<ul style="list-style-type: none"> <li>❖ Respond appropriately to emergencies or urgent issues as they arise – consult with SLT as necessary</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>❖ Any other duties as required by the Head or Director of Operations as appropriate to the nature of the post</li> </ul>

**The ideal candidate is someone who exhibits the following qualities:-**

A good communicator as the job involves working with a range of professionals. A good knowledge of how buildings are constructed. Strong leadership and administrative experience. Skilled in negotiation and prioritisation of tasks. Firm understanding of budgetary controls.

**The following skills and knowledge are required:**

Skills are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include computer literacy.

Ability is also required to work with others in a team; adapting to changing work priorities; communicating with diverse groups; meeting deadlines. Initiative, common sense and problem solving are also ideal.

**Key targets for this role:**

Work has recently been undertaken to establish the School's capital expenditure plan for the next three to five years to satisfy the needs of the School as identified in the recent inspection report and parent survey. In order to achieve our vision, the School needs an innovative and forward thinking five year maintenance plan to support the site's development. It will be critical that this role works closely with the Director of Finance and the Maintenance Team. Regular input into the School's senior leadership team and Governors via the Director of Operations is critical and to build a close, trusting relationships with all staff.

Hours: Monday to Friday to be agreed with the Director of Operations. You may be required to work outside your normal working hours to fulfil the duties of the role, which will occasionally warrant late evenings or weekend work. Overtime may be claimed in these instances, or time off in lieu (with prior agreement from the Director of Operations).