

Job Description

Directorate: Children's Services

Division: Schools

Post Title Facilities Manager EE800

Evaluation 456 Points **Grade: N5**

Responsible to Head Teacher

Responsible for Cleaning Staff allocated

Job Purpose To coordinate and supervise the support of facility and ancillary services within the school to ensure the building is fit for the purpose. To ensure the delivery of services in accordance with customers' service standards, policies and procedures. To provide a professional and efficient caretaking and maintenance service across all school premises.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out the various policies and procedures associated with the operation of the facility. Specifically those relating to: staff supervision, security and access, maintenance and repair and health and safety. To ensure that quality assurance is reflected in all aspects of caretaking and cleaning.
- 2 To be responsible for the day to day supervision of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other users and that all referrals are routed through the appropriate staff.
- 3 To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking cleaning and by supervising the cleaning staff.
- 4 To undertake the day to day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters, heating, fire fighting, fire alarms, emergency lighting systems and report any faults to the Head Teacher.
- 5 To brief the Head Teacher and senior management team on a regular basis on all matters relating to site maintenance.

- 6 To monitor and maintain limited delegated budgets to inform the office to undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods. To assist in the monitoring of the repair and maintenance budget including signing customer job satisfaction notes and ensuring that charges made are in accordance with the agreed rates.
- 7 To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contracts and the inspection of any works undertaken.
- 8 To assist in sorting all repairs and maintenance needs to the Head/Deputy Head and then arranging for quotes/estimates and repairs for any tasks which are outside the post holder's expertise.
- 9 To liaise with and to ensure that contracts on site do not cause a health and safety hazard or damage to school property and report matters of concern or non-compliance with contract specification to the relevant City Council Officer or contractor.
- 10 To carry out portage duties as required including the coordination of the removal and placement of furniture and equipment.
- 11 Responsible for the security of the premises.
- 12 To undertake the clearance of snow from all accessible areas and to grit as necessary.
- 13 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 14 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's/Council's policies and procedures.
- 15 The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.