FACILITIES MANAGER

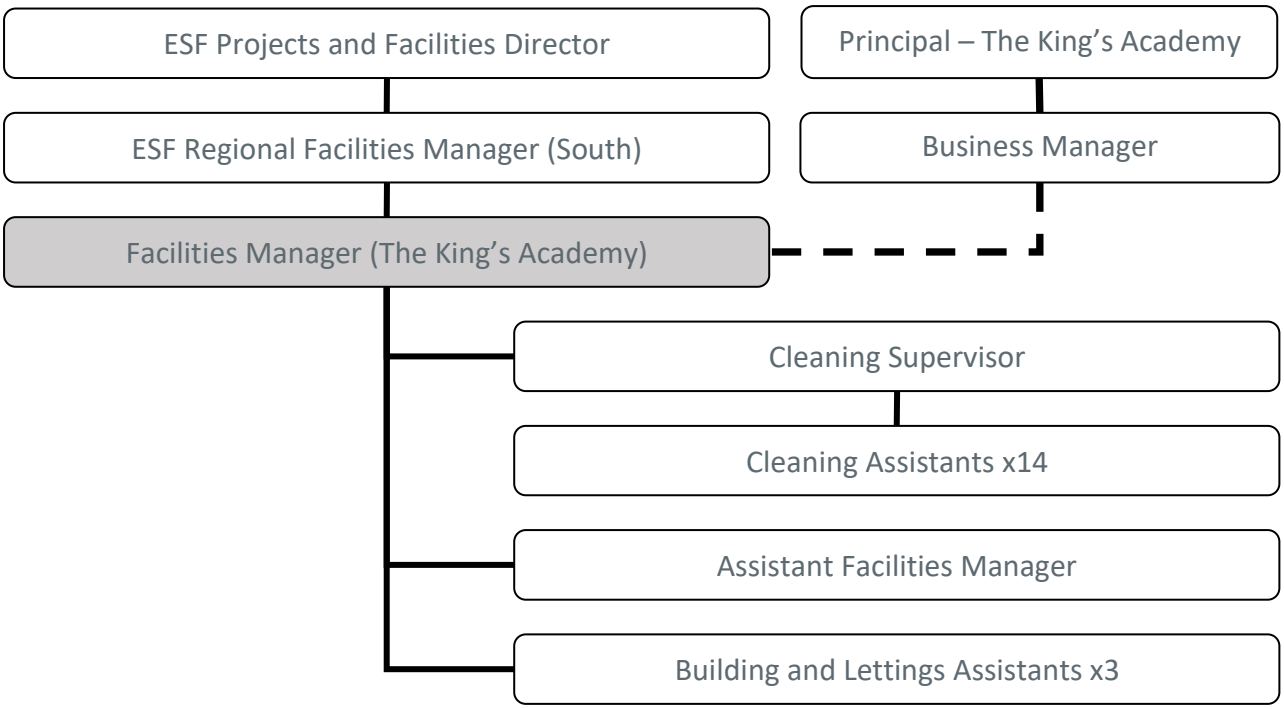
Purpose of role

The Facilities Manager has overall accountability for the effective upkeep of the Academy buildings and grounds, ensuring the premises are maintained to the highest possible standard and are available, as required, for safe use by the students and staff of the Academy and for the external lettings programme.

Key relationships and reporting arrangements

The Facilities Manager is accountable to the Regional Facilities Manager (South) in respect of the delivery of the professional aspects of the role; however in respect of day to day operational matters relating to the smooth running of the Academy site, the Facilities Manager reports to the Academy Principal via the Business Manager. Please see the current organisation chart (Feb 2020) below.

The Facilities Manager is directly responsible for the organisation, leadership and management of the Facilities and Cleaning teams.



Responsibilities

Departmental Leadership and Stakeholder Relationships

- Lead facilities and cleaning teams to continuously improve performance by robust but fair performance management processes, tackling underperformance where necessary and assisting with team development

- Develop and maintain excellent and productive working relationships with key staff within the Trust and the Academy, including the Principal and Senior Leadership Team, Extended Leadership Team, the Catering Manager and the Finance Officer
- Member of Extended Leadership Team

Responsive Repairs, Maintenance and Caretaking Service

- Deliver a responsive, professional, cost effective and unobtrusive repairs, maintenance and caretaking service to the students and staff of the Academy by flexibly deploying resources and prioritising activities using the Every Helpdesk system, ensuring that jobs are completed on a timely basis and are effective to resolve issues raised
- Ensure rooms are set up for Academy use, events and external lettings to specification and on a timely basis
- Use the Every Helpdesk system to provide a monthly activity report for the team, including key performance indicators (to be established and agreed)
- Promote the use of the Every Helpdesk with staff at the Academy so that it is well embedded as the usual route for facilities issues to be raised, acted upon and resolved

Planned Preventative Maintenance (PPM)

- Produce a comprehensive annual PPM schedule which ensures that all necessary site, plant and equipment checks and updates are carried out on a timely basis, health and safety work is prioritised and in accordance with the relevant maintenance manuals and any other requirements; the schedule to fully take account of the Academy calendar and the day to day needs of the Academy
- Identify the budgetary implications of the annual PPM schedule, particularly where external resources need to be engaged and ensure these are reported to the Business Manager on a timely basis if additional to budgeted spend
- Deliver the agreed PPM schedule, providing monthly written updates of progress and ensuring the timely notification of any slippage against the plan and resolution of issues

General

- Secure and maintain a high standard in the day to day appearance of the Academy premises and grounds, ensuring that all roofs and gutters are kept clear and in good repair, graffiti and litter are removed swiftly and the landscape contractor maintains the grounds in good condition

Asset Management

- Maintain an accurate and complete inventory of the Academy assets utilising the Foundation Asset Management System (Every). Ensure that robust processes are in place for the recording of new purchases and disposals.
- Ensure all plant and equipment is functioning satisfactorily by regular inspection and use of the Building Management System.

Contractors

- Obtain estimates and quotations from appropriate contractors, obtain approval for expenditure and engage and instruct specialist trades and contractors to repair or replace building services components as required.
- Ensure that value for money and a quality service is obtained from the use of contractors and that all contractors working on site are supervised and comply with relevant health and safety and safeguarding policies.

Utilities

- Monitor usage through meter readings and review of bills and investigate any anomalous consumption
- Consider, suggest and implement ways in which utilities usage (gas, electric and water) can be reduced and minimised whilst ensuring the building complies to relevant legislation

Budget Management

- Assist in production of development plans and annual budgets for facilities management
- Maintain and manage spend against agreed budgets
- Raise requisitions and verify and sign off invoices for works orders on a timely basis

Health and Safety Co-ordination

- Act as the professional lead for Health and Safety matters across the Academy, working closely with the SLT line manager (with strategic responsibility for Health and Safety) to ensure issues relating to the facilities, buildings and resources are appropriately identified, considered and addressed.
- Attend and contribute to the Health and Safety Committee Meetings, ensuring that action with relevant parties relating to facilities, buildings and resources are taken, followed up and resolved.
- Ensure that Health and Safety documentation and records relating to the facilities, buildings and resources are maintained and compliant with the latest legislation.
- Working alongside the SLT line manager, ensure that all actions required by the Trust's Health and Safety advisors relating to buildings, facilities and resources are rectified on a timely basis.
- Working with the SLT line manager, develop an effective working relationship with the Trust's Health and Safety advisors and the governor with responsibility for Health and Safety.
- Provide Health and Safety training to new staff induction training in areas relating to the use of the buildings.
- Write and manage risk assessments in relation to the buildings and land
- Arrange for the regular health and safety inspection of the Academy's buildings and site, ensuring that any issues identified are recorded and acted upon to be resolved.

Lettings

- Ensure the lettings programme is adequately and efficiently staffed, with team members providing a friendly, customer focused service to the Academy's lettings customers
- Assist with the administration and development of the lettings operation

Academy Vehicles

- Ensure that the Academy vehicles are properly maintained, serviced, insured and supported by cost effective recovery arrangements

- Keep accurate records of vehicle usage to enable financial recharges to users to be made
- Ensuring all vehicle drivers have the required license and relevant training which is kept up to date

General Duties and Administration

- Maintain levels of spares and equipment to facilitate site maintenance; to order appropriate materials, monitor stock levels and store in a safe and orderly manner
- Maintain a register of all legislative requirements
- Regularly update O&M manuals ensuring changes to buildings are incorporated
- Keep up to date records of equipment and certificates
- Provide staff induction training in areas relating to the buildings and the safe working of the buildings
- Undertake janitorial services including setting out of furniture, unloading of deliveries and distribution of goods as required
- Roles and responsibilities assigned within the Academy's fire evacuation plans
- Such other reasonable duties as shall from time to time be required by the Principal and the Regional Facilities Manager (South)

The Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that the King's Academy is a safe and secure environment for our students.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

FACILITIES MANAGER PERSON SPECIFICATION		
	Essential	**Desirable**
Qualifications	• Literacy and numeracy skills • GCSE Mathematics and English	• First aid qualification • HNC in engineering discipline • Health and Safety certificate (IOSH/ NEBOSH) • Membership of Facilities Management professional body (BIFM)
Skills	• Ability to work as part as a team and independently • Leadership skills, including the willingness and skills to be able to tackle underperformance and assist development • Knowledge of meter readings and recordings • Initiative • Accurate recording of data and record keeping • Effective communication skills • Customer service • Knowledge of the facilities team roles including cleaning and security staff • Time management and prioritisation skills • Ability to write risk assessments • Problem solving • Negotiation with contractors	• Awareness of energy consumption and management techniques • Trade Skills – ie Joinery / Plumbing / Electrical
Proficiency	• Budget management • Team leader	• Building maintenance as part of gaining qualification • Site management

Personal attributes	• An eye for detail and a passion for excellence • Willingness to commit to further relevant training if needed • A keen interest in and assent to the ethos and values held by the Academy and Foundation • An aptitude for working with children • The ability to communicate effectively with members of staff at all levels • The ability to move equipment and furniture as required. • Proactive attitude • Willingness to give a helping hand to teams in order to get jobs done on time e.g. moving furniture, setting up rooms etc	• Flexibility with regard to working times if required