

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Facilities Manager</b>
<b>Academy:</b>	<b>Excelsior Academy</b>
<b>Reporting to:</b>	<b>Business Manager</b>
<b>Salary/Pay range:</b>	<b>£30,000 Full Time Equivalent</b>
<b>Hours of work:</b>	<b>37 hours per week, All Year Round</b>

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### **Purpose of Job**

To manage the school estate and premises teams, maintain the school efficiently and effectively, ensuring the maintenance of facility services and contracts for the benefit of all pupils, staff and visitors.

To ensure the provision of a high quality teaching and learning environment.

### **Main Duties and Responsibilities**

#### **Buildings Maintenance Management**

- To be responsible for the maintenance and repair activities of the Academy buildings and grounds to ensure the continuity of services, supplies and equipment.
- Produce and develop a Premises and Facilities plan to enable the planning and schedule of statutory and routine maintenance.
- Using Every to draw up and maintain an annual maintenance plan which identifies schedules, service contracts, short and long term maintenance and other preventative works.
- Plan and implement all essential facility contracts and SLA's to ensure all services run smoothly.
- Supervise and co-ordinate the work of contractors ensuring due diligence has been completed prior to any works taking place.
- Check that agreed work by staff and contractors has been completed to a satisfactory level and follow up on any deficiencies.
- Ensure that all requests for repairs and maintenance are:
  - Logged in the Every system
  - Carried out in a timely manner
  - Document all such repairs and record when completed
  - Inform relevant persons of completion
- Carry out daily inspection(s) of the academy premises and grounds to ensure that no hazard prohibits the safe use of the building.
- Arrange for any damage that occurs to the academy buildings to be repaired, as needed.
- Ensure the collection and removal of refuse following the Academy's recycling policy, including, securing confidential waste and arranging disposal.
- Respond appropriately to emergencies or urgent issues as they arise.
- Ensure access to the workplace is planned and agreed in advance.
- Ensure the efficient monitoring and upkeep of the Academy's Building Maintenance System (BMS).
- Operate BMS heating system to maintain required temperature in the Academy and ensure that an adequate supply of hot water is available.
- Record meter readings (gas, electric & water) on a weekly basis and bring any irregularities to the attention of line manager.

- Ensure the Academy grounds are free from litter. All paths, drives, hard areas, garden, shrub, lawn and water drainage areas to be cleared daily, as required.

### **Porterage**

- Co-ordinate the safe movement of furniture and equipment around the Academy premises, as required.
- Liaising with the Community Development Coordinator to prepare the Academy for meetings, assemblies, events and lettings by putting out and away chairs/ tables, sports equipment and ensuring fire exits are clear.
- Co-ordinate /receive inward delivered goods and assist with unloading/storing and delivering, as required.

### **Security**

- Ensure that the Academy premises are opened and closed at times set to meet its operational needs. This includes, ensuring the efficient locking / unlocking of Academy, Academy gates, doors and windows.
- Ensure the Academy is safe and fit for purpose for all those who study, work and visit.
- To be a designated key holder for emergency call-out by security services, police, fire brigade etc. and to attend the premises in response to such call-outs. This task will be shared with other designated key holders.
- Ensure all security measures and equipment are effective and in good repair e.g. windows, fencing and door locks. To arrange emergency repairs to such equipment until full repair is carried out.
- To identify all emergency valves and switches such as gas, water and electricity and indicate their locations on a school floor plan, which should be readily available in any emergency situation.

### **Project Management**

- Planning and coordination of all meetings and events with teams, colleagues and community users.
- Ensure safe integration of all works, activities and events.

### **Personnel Management**

- Responsibility for line management of premises team staff.
- Conduct performance management reviews and attendance management interviews for site staff team members.
- Ensure that all dealings with staff, particularly in relation to personnel matters, are carried out in a confidential, professional and appropriate manner
- Arrange, minute and hold team meetings with team members.
- Effectively deploy staff to cover the opening times of the building and grounds.
- Deploy staff to relevant tasks and monitor the performance of such staff to fully utilise and develop their skills and abilities.

### **Finance Management**

- Ensure that adequate supplies of appropriate and essential products are maintained.
- Calculate and compare costs for required goods and services to achieve maximum value for money.

### **Health & Safety Management**

- Ensure health and safety of all site users is maintained and applied at all times.
- Liaise with the EA Business Manager to produce and maintain Health & Safety files and Risk Assessment Records carrying out relevant Health & Safety checks and inspections.

- Ensure all aspects of work undertaken by the Facility Team staff and external contractors are carried out in line with Health & Safety requirements and legislation.
- Have overall responsibility for the Academy vehicles. Ensure that maintenance and cleaning is carried out and that the vehicles are kept in good working order at all times.
- Ensure safe storage of equipment and materials.
- Produce and maintain a COSHH register and Safety data information for products held on site.
- Ensure protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health & Safety requirements.
- Plan and operate a snow clearing and salting path strategy.
- Check and manage the provision of fire equipment and regularly test alarms on a monthly basis, such checks to be recorded on the appropriate system.
- Compile and maintain a Fire Evacuation plan and communicate to all staff.
- Notify appropriate agencies where there is a pest or vermin problem, dealing with the problem, as directed.
- Ensure, where appropriate, compliance with legal requirements in regard to services including; gas, water, electricity, PAT testing and risk assessments.
- Ensure annual PAT Testing of all portable electrical appliances is carried out and maintain appropriate records.

#### **General**

- In all dealings with stakeholders, demonstrate care and courtesy and make visitors feel welcome.
- Support the Community Development Coordinator to ensure that lettings customer requirements are met.

#### **Other Duties**

- Any other duties as may reasonably be requested by the Business Manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

#### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service, when requested to do so.

#### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.