

Whickham School and Sports College



JOB DESCRIPTION

POST: Deputy Facilities Manager

GRADE: Grade G. Salary £25,481 - £27,741.

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Core Purpose

The postholder will support the Premises Manager by taking delegated responsibility for managing the academy buildings and grounds. The role involves studying for a two year, nationally recognised level 4* qualification in Facilities Management. (*some individual aspect of the qualification may be at a higher level depending on development needs)

Responsible to: Premises Manager

Hours of Work:

- 37 hours per week, all year round.

Responsibilities

All aspects of the job description will be increasingly delegated to the post holder as training progresses. *The areas in italics are likely to form part of the role that will require the most significant training and development before responsibility is transferred. This may be accelerated depending on progress towards meeting training and development tasks. However, you will shadow all of these as part of your training.*

Training expectations:

General duties

- To deputise for the Premises Manager as required.
- To assist the Premises Manager & Business Manager in the planning of rolling programmes of premises maintenance, repair and improvement.

- *To manage the premises budget efficiently and effectively to meet planning targets and ensure value for money.*
- *To work in partnership with appropriate Trust departments and officers with regard to premises issues.*
- *To set priorities to influence Trust Asset Management Plan.*
- *To manage the Capital Formula Grant and Devolved Funding to improve site, as and when available.*
- *To manage site "repairs/maintenance" budget as prioritised on a day-to-day basis.*
- *To carry out basic maintenance work throughout the site.*
- *To engage contractors subject to the Trust's finance policy.*
- *To liaise with a pool of competent contractors for repairs and improvement to site and to monitor progress and set standards in line with Trust specifications and guidance.*
- *To monitor all contractors' personnel on site to offer support and guidance and to ensure high standards of safety and quality of work.*
- *To oversee day-to-day cleaning programme, to monitor effectiveness to maintain highest possible standards.*
- *To arrange holiday cleaning as required.*
- *To arrange maintenance of cleaning equipment and to order stock and cleaning supplies for use by directly employed staff.*
- *To keep a clean and tidy site free from litter and debris.*
- *To develop and maintain suitable information systems appropriate to the needs of the site eg job tickets, supplies, orders, estimates, audits etc.*
- *To ensure cost efficient use of energy through development of an energy conservation plan.*
- *To ensure boiler room heating plant and all associated equipment are maintained and inspected regularly.*
- *To monitor "lettings programme", in accordance with Academy calendar.*
- *To produce specification for grounds maintenance programme and to monitor standards for best value.*
- *To ensure effective levels of security of buildings and grounds.*
- *To act as a primary key holder and deal with emergencies out of normal working hours.*
- *To provide effective supervision and co-ordination of the Caretakers through good communication.*
- *To provide training and continual guidance to familiarise the Caretakers with agreed procedures and working practices.*
- *To carry out portage duties as required e.g. location of stock, furniture etc.*
- *To promote the ethos of the school and to uphold the code of conduct.*
- *To build positive relationships with pupils and others who access grounds out of hours to encourage respect for buildings and site.*

Health and Safety

- *To oversee Health & Safety, advise, lead and implement measures to ensure appropriate Health & Safety and all statutory obligations across the Academy are met*
- *Ensure that all Trust Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated*

- *Work closely with a core member of the Academy's leadership team Business Manager and Premises Manager to ensure the Academy meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting*
- *Ensure the completion and regular review of risk assessments for all work equipment and operations*
- *To carry out in conjunction with HR and Line Managers staff risk assessments such as display screen equipment, new and expectant mother and risk assessments for new staff as a result of information disclosed in pre-employment questionnaires*
- *Carry out risk assessments for students, as required*
- *Assist as required in ensuring staff risk assessments are regularly reviewed in relation to Covid-19 (or other potential pandemic) and communicated to the Trust, ensure appropriate measures are implemented to ensure staff safety*
- *To ensure all areas of the Academy are fully equipped with appropriate safety equipment and stock at all times, including PPE equipment*
- *Under the direction of the core member of the leadership team who is responsible for Health & Safety, investigate and record incidents, accidents and near misses and report as appropriate, for example RIDDOR reports*
- *To ensure that there is an appropriately qualified member of staff to act as Radiation Protection Supervisor (legal requirement for the Academy), so that all legal requirements are met.*
- *To work closely with the core member of the leadership team who is strategically responsible for health and safety to ensure that safety inspections are carried out, fire drills, fire alarms and lockdown drills are correctly reported. Ensure safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities.*
- *To ensure staff receive relevant fire evacuation training*
- *Writing and arranging personal emergency evacuation plans for students, staff and visitors*
- *Assist in the development of health & safety policies, systems of work and procedures*
- *Ensure full and accurate health and safety and training records are maintained*
- *Work with the Academy premises staff to ensure and establish a full programme of documented health & safety inspections, audits and checks*
- *Under the direction of the Business Manager establish a structured programme of health & safety training for the Academy. Liaise with external health & safety consultants in the provision of training programmes and health and safety services, if appropriate*
- *Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate accordingly*
- *In liaison with the core member of the leadership team who is strategically responsible for health and safety and the Premises manager, ensure site security and safety for students when entering and leaving the site*
- *To implement and develop systems in the Academy to ensure the health and safety of staff at work*

- To ensure key staff who are responsible for technicians implement health & safety training for relevant staff and that compliance is recorded.
- *To provide the Headteacher & Governors with timely (fortnightly and half termly) H&S reports*
- Manage the academy transport fleet, driver training and associated procedures to ensure the minibus fleet usage is managed effectively
- Ensure all MOT, Licencing renewals and associated maintenance routines and checks are adhered to, ensuring all Academy procedures are managed effectively
- Monitor and check energy and water consumption to ensure efficiency
- *Ensure all contractors visiting the site are fully inducted on health and safety procedures, relevant risk assessments and provided with the Asbestos register*

Other responsibilities:

- To liaise positively and professionally with the community and other external partners when required
- To promote safe working practices as defined by Whickham School, ensuring the development, monitoring and maintenance of such
- To ensure confidentiality of all information under Whickham School code of conduct
- Any other duties and responsibilities that do not change the character and purpose of this post as may be required by the Headteacher

Further Statement:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

Date.....