

Job Description

Post:	Secondary School - Facilities Manager
Pay scale:	Grade 7 scp points 25-29 (£36,363 - £39,862)
Contractual hours:	37
Basis:	Full time
Responsible to:	Head of Estates & Facilities
Main Location:	School-based

Key Responsibilities

- Be responsible for planning, monitoring and evaluation of capital and local maintenance works to ensure value for money and a clean and safe site.
- Be the designated compliance officer responsible for the effective management of the site including responsibility for compliance with Health & Safety regulations.
- To ensure the site is maintained to provide an environment that supports excellent teaching and learning.
- Be responsible for the line management of the caretaking and cleaning teams.

Main Duties

Strategic:

- As a member of the team to attend meetings, contribute to the strategic operational plan with specific responsibility for site and grounds management, and ensuring good practice is shared.
- Develop and support the delivery of annual facilities plans to include capital works, site improvement projects, responsible times against all reactive maintenance issues and grounds upkeep.
- Be responsible for the delivery and effective operation of Health & Safety processes.
- To work with the Head of Estates & Facilities to ensure that they receive information and reports as required.
- Ensure the caretaking and cleaning teams are supported to maximise the contribution they make through effective strategic planning, including consideration of all cost implications including producing timely and fully costed proposals.
- Ensure that the values, principles and mission of the Trust are evident in the discharge of the duties of the post and share and act on best practice.

Operational:

- Ensure that effective risk management e.g. in health and safety and the management of any third-party service contract.
- Ensure the Academy's Risk Register is maintained and up to date.
- Oversee risk assessment of security risks to the school (grounds, premises, and contents) including vandalism/arson.
- Monitor performance of service contractors and record performance against specified standards.
- Undertake budget monitoring and prepare cost-effective plans for repairs, maintenance and building activities as required.

- Support the development of the Asset Management Plan
- Maintain computerised records of all regular checks undertaken, including inspection of drains and gullies for blockages.
- To be responsible for practicing and encouraging good housekeeping with energy conservation and equipment, efficiency saving.
- Obtain competitive tenders and appoint outside contractors to carry out planned and re-active maintenance. Monitor and control progress of such contracts.
- Implement, monitor and support training and development within the caretaking and cleaning teams.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management / Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*-C, or GCSE Level 4-9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
Management experience and/or facilities related qualifications	Desirable	A/I/C
Basic Health & Safety qualification	Desirable	A/I/C
COSHH qualification	Desirable	A/I/C
Knowledge & Experience		
Experience of managing in a facilities service	Desirable	A/I

Experience of working in an educational organisation	Essential	A/I
Building maintenance	Essential	A/I
Budget management	Essential	A/I/R
Experience of emergency planning and contingency	Desirable	A/I
Procurement management	Desirable	A/I
Development of procedures and work practices	Desirable	A/I
Project management	Desirable	A/I
Service delivery	Desirable	A/I
Building systems and security management	Desirable	A/I
Energy management	Desirable	A/I
Facilities role within the safeguarding agenda	Essential	A/I
Technical Skills & Ability		
Strong problem-solving skills	Essential	A/I
Resource management	Essential	A/I
IT skills	Essential	A/I
Use of data management databases	Essential	A/I
Strong organisational and administration skills	Essential	A/I
Personal characteristics		
Excellent communication skills, both written and verbal	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R