

Job Description – Facilities Manager

Job Title	Facilities Manager
Grade	HEARTS Band 4
Reports to	HEARTS business manager (line manager) / CFO/ CEO
Responsible for	Caretakers
Liaison with	Staff, contractors, local authority employees, suppliers, surveyors, HOS and senior leaders
Job Purpose	To oversee the buildings function of Trust schools by overseeing the upkeep, maintenance, compliance, security and health and safety. To manage the asset management plans, capital projects, refurbishment, strategic direction and growth of school buildings.

Duties

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder. The post holder will assess the skills of staff and facilitate the sharing of good practice across the Trust schools and acting as an advisor to Caretakers and heads of school (HOS).

The post holder will

- Recommend the alignment of services across schools with a particular focus on cost effective, efficient shared contracts, in line with a defined programme of contract reviews.
- Review existing estates-related contracts, whether trust wide or local to individual schools, and assess their value for money, identifying areas where trust wide alignment would be beneficial.
- Recommend strategic trust wide purchases of services/ contracts and equipment that can be shared to ensure best value.
- In conjunction with the HOS, to direct the work of Caretakers, to determine their regular schedules, to monitor their performance, to hold them accountable for delivery of their objectives, and to advise HOS on the performance of these staff. Day to day management of site staff lies with HOS/ BMs.
- Follow financial regulations at all times.

Asset management

- Lead the renewal, review and implementation of Asset Management Plans/Condition Surveys.
- Develop one year, three year and five year plans for each school, in conjunction with HOS and the school improvement plans.

Refurbishment

- Manage trust wide refurbishment and individual school capital building projects.
- Act as project manager for large CIF projects, ensuring building projects are delivered on time, are best value, offer outstanding quality and are fit for the purpose of delivering a first class education.
- Liaise with contractors on site over the completion of works and to ensure the safety of operations.

Strategy and growth

- Contribute to the estates strategy, ensuring schools are prepared for increased numbers on roll and the changing curriculum.
- To be a key part of the team that ensures due diligence when additional schools join the Trust, reviewing building condition reports, asset management plans and compliance/ contracts
- Align all schools/ provisions to the Trust systems, contracts and servicing.
- Co-ordinate and evaluate bids for capital funding projects.

Upkeep and maintenance

- Monitor the cleaning and maintenance undertaken by the on-site premises team.
- Ensure Caretakers have a regular and routine system for boiler maintenance.
- Ensure schedules for holiday work are in place (as part of compliance work) including routine maintenance of buildings and redecoration programmes
- Follow financial management best practice and the Trust finance regulations

Compliance

- Ensure Caretakers have a regular and routine system for water testing.
- Ensure Caretakers have a regular and routine system for testing the fire bells and alarm servicing.
- To periodically check the asbestos registers, ensuring they are compliant and up to date. Reviewing the asbestos register regularly and arranging the removal of asbestos and new management plans where needed.
- Ensure the schools have the correct fire extinguishers in place and that caretakers are managing their servicing.
- Ensure PAT testing is taking place by site staff or external companies in accordance with HSE guidelines.
- Ensure COSSH risk assessments are written by Caretakers/Business Managers and updated annually.

Security

- To act as an emergency/cover key holder, liaising with onsite Caretakers and HOS.
- To advise Caretakers and HOS on security matters, ensuring schools and grounds are safe, secure and protected from unauthorised access.
- To train new caretakers.

Health and safety

- Ensure site staff are using the correct equipment in line with a defined safe system of work and health and safety requirements.
- Monitor communal areas to ensure they are safe and tidy, and that all deliveries and cleaning equipment are safely stored.
- Ensure schools have regular fire evacuations, a fire risk assessment and regular fire awareness training, as arranged by Headteachers and Caretakers.
- To be aware of and distribute updates and changes from the Health and Safety Executive to all relevant staff and Trustees.
- To support schools as they carry out their annual health and safety audit.
- To take part in annual LAB health and safety visits. As part of monitoring and compliance.

Training

- To provide training and support for apprentice/inexperienced site staff
- To support the Trust's succession planning so that site staff skills and knowledge are developed and shared across the Trust
- To undertake appropriate training and development as required.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteachers and Trustees.
- The duties may be varied by line managers to meet changed circumstances in a manner compatible with the post held.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To champion HEARTS values at all times.

Signed _____ Date _____