



POST TITLE: SITE AND FACILITIES MANAGER

REPORTS TO: Chief Financial Officer/Head of School

INTERNAL CONTACTS: School employees, pupils, governors

EXTERNAL CONTACTS: Parents, contractors, suppliers, external agencies

Salary: Grade – C1

Hours per week – 37 hours per week Full Time (52 weeks per year)

Key Purpose of the Role

To be committed to safeguarding and promoting the welfare of children and young people within the school. To be responsible for the security and maintenance of the whole school site and to ensure the school complies with all current legislation relating to site safety and management. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, equipment and materials.

1. Site Maintenance

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

Principal Tasks

- Responsible for Buildings and Maintenance Budget and ensure all works are carried out within the budget set.
- Liaise with the CFO/Head of School in the preparation of maintenance and capital expenditure planned works/projects; liaise with contractors and be their main point of contact. Responsible for maintaining a Planned Works Schedule, costed for Budget Preparation and inclusion in the School Improvement Plan.
- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaison with external suppliers and services where necessary.
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Line manage the Caretaking/Cleaning team.
- Undertake routine inspections of the site including daily maintenance checks.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Undertake and document a termly risk assessment of the whole site and other risk assessments/health and safety checks as directed by the Head of School.
- Attend regular meetings including a weekly site review with the CFO/Head of School.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.

- Regularly inspect all drains and gullies for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.

2. Fire and Security

Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary

Principal Tasks

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- As a primary keyholder be prepared to attend out of normal working hours as and when required.
- Ensure internal security procedures are adhered to; reporting any issues to the CFO/Head of School.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g., extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g., Police, Fire, Gas and Electricity Company.
- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover will be required in connection with school events and lettings.

3. Health and Safety

Principal Tasks

- Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records meeting the LA compliance returns.
- Liaise with contractors for Fire, Legionella and Asbestos Risk Assessments.
- Maintain the Asbestos Management Register ensuring contractors sign and understand the guidance on the Management of Asbestos.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
- Active participate in the Health and Safety Management of the school.

4. Cost Effectiveness

Contribute to the school's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities.

Principal Tasks

- Working with the CFO/Head of School to promote and manage the letting of the school's facilities within the local community.
- Manage, schedule and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water.
- Participate in the day to day operation of the dining facility working closely with the external catering management team to ensure efficient and safe systems are in place.

5. Portering

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

Principal Tasks

- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with the assembly of goods received where necessary and report any defects; check off deliveries against delivery notes and liaise with the finance officer.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on.
- Supervise and assist with the erection and dismantling of temporary structures such as gazebos as required.

6. Cleaning and Welfare

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Principal Tasks

- Be responsible for the management of Caretaking/Cleaning Team.
- Ensure high standards are maintained, operatives efficiently employed and organise cover in the event of absenteeism.
- Ensure all staff are trained on equipment and policies i.e., COSHH to maintain safe working standards.
- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents.
- Keep all outside areas clean and tidy, e.g., litter clearance, leaf and tree debris clearance, refuse removal.
- Carry out emergency cleaning as required.
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working the Caretaking team to ensure effective replenishment.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Competencies

Know How	Problem Solving
<ul style="list-style-type: none"> • Have a good knowledge of Legionella and Asbestos Management • Have a good knowledge of Managing H & Safety within school premises • Have a good knowledge of School's Policy and Procedures • Have a good knowledge of Buildings/Site Facilities compliance • Be able to use a computer • Have a good working knowledge of plumbing and buildings maintenance • City & Guilds qualification to suit the role 	<ul style="list-style-type: none"> • Ability to prioritise maintenance work and emergencies • Ability to work within loose procedures to maintain standards • Able to deal with familiar patterns requiring some discrimination • Ability to understand and access/source correct contractors to resolve issues that require specialist repair
Relationship Management	Self Management
<ul style="list-style-type: none"> • Ability to communicate effectively • Ability to provide support and act to support change • Develop and maintain working relationships with other professionals • Support the development effectiveness of work teams • Liaise effectively with all staff/agencies using school facilities • Ability to relate well to children 	<ul style="list-style-type: none"> • Ability to prioritise workload • Ability to respond calmly with patience showing self composure and a positive attitude even in difficult situations • Ability to act professionally, keeping promises and raising ethical concerns • Adaptable to new ideas and able to meet unexpected demands • Ability to set challenging goals and show initiative to improve performance

- The post is based within the School buildings and grounds and may be required to provide cover across the other schools within the Trust.

Signed

Post holder

Signed

Head of School