KING EDWARD VII SCHOOL and LANGUAGE COLLEGE

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	**King Edward VII School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**
SERVICE AREA	**KING EDWARD VII SCHOOL**
POST TITLE	**Facilities Manager**
SALARY RANGE	**Grade 8**
RESPONSIBLE TO	**Business Manager**
RESPONSIBLE FOR	**Site Related Personnel (Buildings, Cleaning etc)**
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	**Responsible for managing all site related issues**

JOB DESCRIPTION FOR POST OF:- Facilities Manager

SPECIFIC DUTIES AND RESPONSIBILITIES

Main Areas of responsibilities are:

1. Repairs and Maintenance

- Overall responsibility for the maintenance of the buildings, the preparation of specifications, scheduling work, placing orders and inspecting and monitoring work.
- Organisation and monitoring of the work of the Buildings Officers/Caretakers including the drawing up of schedules of work
- Scheduling and implementing routines for planning and preventative maintenance
- Responsible, in conjunction with the Business manager, for long term planning of major repairs and maintenance. Assist in drawing up the Asset Management Plan
- Budget holder for Repairs and Maintenance Budget
- Responsible for furniture and equipment repair and programme of replacement.

2. Site Responsibilities

- Overall responsibility for maintaining cleanliness of the School both internally and externally
- Management of the School's cleaning staff and establishing of routines and schedules
- Monitoring of the cleaning of the School and organisation of responsive cleaning as required.
- To supervise and monitor performance of the Grounds Maintenance and other service contracts
- To supervise work of visiting contractors and site staff
- Proactively identify rectification work on the site and take the appropriate action
- Ensure that all areas of the School site (internal and external) are maintained to a high standard
- To ensure that all equipment used by the service area is adequately maintained
- Management of the in-house catering function at the Glossop Road site

3. Team Leadership

- Organise and priortise staff workload effectively
- Administer effective time recording for the service area
- Effectively monitor and control any necessary overtime
- Monitor and control sickness absence, in line with School policies
- Completion of return to work interviews after staff absence
- Assist with the development of training programmes for the team members in line with Performance Management policies
- Provide contingency cover for absent staff in order to maintain effective service delivery
- To coach team members as and when necessary to impart specialist skills and knowledge
- Assist in the change management of the service area as required
- To manage the resource requirements for functions, meetings and examinations

4. Health and Safety

- Responsible for overall management of all Health and Safety Issues
- To be familiar with requirements of the Health and Safety at Work Act and other related legislation and to ensure compliance
- Responsible for ensuring that required testing is carried out and recorded in accordance with relevant legislation e.g. Portable Appliances, Health and Safety etc
- Responsible for maintaining Risk Assessment register
- Responsible for Fire safety including establishing routines for checking of fire alarms and fire extinguishers. Maintenance of statutory registers re fire drills and testing.
- Responsible for annual Health and Safety audits and liaison with the Local Authority Health and Safety team
- To implement procedures in order to ensure all fire precautions are in place in line with regulations
- To implement procedures to ensure that the provision of all utilities are safe, both during School and when the School is closed
- To liaise with the emergency services as and when necessary
- To ensure that School minibuses are maintained, serviced, repaired and administered ensuring compliance with all legislative requirements
- Ensure that all work that presents any Health and Safety issues is carried out immediately
- To carry out risk assessments of the School site where deemed necessary
- Co-ordination of the School Health and Safety Committee

5. Budget Monitoring

- Assist with the effective management and control of all facility related budgets
- Provision of regular management reports as directed by the Business Manager/Headteacher
- Implement financial controls as required in line with the School Finance Policy and financial regulations
- Provision of data analysis for the service area in order to maximise use of resources
- Responsible, in liaison with Business Manager, for drawing up repairs and maintenance budgets.

6. Security

- Responsible for all aspects of School security including access to site, security systems, alarms, lighting and fencing
- Maintenance of all appropriate security systems
- Responsible for establishing guidelines and policies to protect students and staff from unauthorised access by intruders and trespassers, including the development and testing of lockdown procedures
- Responsible for liaising with Police and other agencies with regards to providing a safe environment for students and staff
- Responsible for issues and security of keys
- Responsible for issuing parking permits to staff employed directly by the School
- Responsible for ensuring no unauthorised users park on the premises
- To act as primary key holder

7. Letting of site

- Responsible for organising the safety and security of the building and site whilst let to outside agencies
- Responsible for the promoting the letting of premises in the local community to encourage use by local sports groups and other community based groups
- Responsible for managing the lettings process, in line with the School Lettings Policy
- Responsible for liaising with Catering Staff regarding catering arrangements for functions and lettings
- Provision of information to the Finance Team to ensure change for lettings are raised accurately and promptly

8. General

- Responsible, in liaison with the Business Manager, for establishing all site related service contracts and regularly monitor to ensure “Best Value”
- Responsible for supervision and monitoring, including performance reviews, of all site related personnel.
- Responsible for reporting site related issues to the governors Finance, Premises and Personnel Committee
- Responsible for liaising with all appropriate agencies, services and providers including Local Authority, Fire and Police Services, utility companies, maintenance providers and contractors.
- Liaise with contractors as necessary, ensuring all work is carried out effectively
- Maintain effective stock control of materials and equipment relative to the service area
- To be available out School hours as and when necessary

9. Facilities Development

- Responsible for managing facilities development projects in accordance with the School Improvement plan
- Take a lead role liaising with architects, contractors and Local Authority on behalf of the School
- Support the Governing Body and Senior Leadership Team with all facilities development initiatives, providing advice and guidance where appropriate

10. Other

- To develop, document and maintain systems and procedures to ensure an efficient and effective service
- Attendance at meetings as and when required
- To undertake any necessary courses or training as appropriate for the post
- To undertake any other relates duties and responsibilities as may arise.
- Whilst primarily based on one of the school sites. It may be required to work across the whole school estate if the needs arise.

This job description is neither prescriptive nor exhaustive but is intended to be an accurate reflection of the scope and level of duties undertaken by the post holder. Other duties commensurate with the grading of the post may be added following discussion with the post holder.

The post holder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and statutory requirements.