



ROLE DESCRIPTION

Job title & Grade	Facilities Manager, Grade 7 Point 25-28 (£23,111 - £25,463 pro rata + overtime)
Accountability	Responsible to the Director of Finance & Support Services
Hours	Full time 37 hours per week worked over 5 days, Monday to Friday, to be worked across a shift rota between the hours of 6.30am and 6pm. The post holder will be called upon to work evenings and at weekends.
Annual Leave	23 days rising to 28 after 5 years service 2 week Christmas closure with this leave accrued over the year through working additional 1hr 10 mins each week.
Probationary Period	6 months from date of appointment
Job Purpose	<ul style="list-style-type: none"> To provide the senior facilities management role under the guidance of the Director Finance for all duties related to day to day premises management Ensuring the following duties are undertaken (delegating tasks to the Caretaking team and Cleaning contractor where appropriate); <ul style="list-style-type: none"> ✓ Locking and unlocking the school and carrying out security checks on the building – which may include attending school for emergencies out of hours as required. ✓ Helping to ensure that our school meets all health and safety requirements at all times including carrying out and recording checks undertaken ✓ Ensuring excellent standards of building presentation at all times. ✓ Carrying out repairs, general maintenance and decorating competently ✓ Portage of deliveries and furniture as required around school ✓ Liaising effectively with staff, emergency services, cleaners and other contractors on site. ✓ Oversee and support caretakers at our partner schools ✓ Developing and facilitating our lettings and extended school offer to the community. To provide cover for other caretakers as and when required.
General	<p>Manage and contributing to the effective working of the site team.</p> <p>Participate in team meetings and identify training and development needs in conjunction with the Director of Finance.</p> <p>Take pride in the school, the site and their own general appearance</p> <p>The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.</p>
Confidentiality	All employees are required to maintain confidentiality regarding any information about finance, students and employees.
Trade Union Membership	St Thomas More recognises and works with a variety of trade unions. The postholder is entitled to join any trade union
DBS Checks	The post holder must be committed to safeguarding and promoting the welfare of children and young people. This post is required to undertake a DBS check

Main Duties	<p>GENERAL DUTIES</p> <p>Line management and supervision of the caretaking team and supervision of the cleaning staff in conjunction with the contractor.</p> <p>Organising work schedules for the Caretakers, prioritising and monitoring the work of the team to ensure the most effective use of time and manpower to address issues identified and the needs of the Academy.</p> <p>To work flexibly as part of the site team, coordinating shift patterns of oneself and the caretaking team to ensure appropriate levels of staff coverage across the day (including after school activities e.g. meetings, school events, lettings)</p> <p>Maintain good relationships with children, parents, Governors and visitors to the school.</p> <p>Ensuring that the building is suitably secure when not in use. This will include checking that windows are closed, all exits are locked and gates padlocked.</p> <p>Be one of the key holders for the school and one of the first contacts for emergencies out of hours.</p> <p>Handling deliveries/collections of goods to and from the school, as required.</p> <p>Move furniture and equipment, as required, within the regulations for safe handling.</p> <p>Set up the hall for assemblies and special functions.</p> <p>To set clocks and adjust timers, as required.</p> <p>Ensure the demands for accommodating any reasonable requests for lettings and community use out of hours are monitored and maintained.</p> <p>Carry out any other duties in relation to site management on an ad hoc basis.</p> <p>HEALTH AND SAFETY DUTIES</p> <p>To adhere to all health and safety requirements at all times.</p> <p>To promote health and safety standards to all Academy staff, contractors and visitors.</p> <p>To ensure the caretaking team operate to expected health and safety standards</p> <p>Working with the Director of Finance, to identify health and safety issues and put controls into place to alleviate risks i.e. completing appropriate risk assessments e.g. asbestos management, working at height, response in winter weather</p> <p>Working with the Director of Finance to manage, maintain and deliver a programme of planned preventative maintenance that may be delivered personally, by the wider caretaking team, or by contractors e.g. recording activities relating to fire fighting equipment, emergency lighting, door maintenance, alarm and security systems, legionella, PAT testing, maintenance of COSHH recordsetc.</p> <p>Being responsible for the daily inspection of the Academy premises and ensuring that no hazards prohibit the safe use of the building or grounds.</p> <p>Ensuring all issues requiring reactive maintenance are attended to promptly and appropriately.</p> <p>To oversee the work of caretakers and contractors, checking that work has been carried out appropriately.</p> <p>To ensure the site is kept safe and secure for students during the school day – ensuring all gates are closed and locked in accordance with a set timetable</p> <p>Ensuring relevant health and safety knowledge is kept up to date</p> <p>MAINTENANCE DUTIES</p> <p>Working as part of a team to carry out repairs to Academy equipment, or the building, as required to a good level of workmanship. This may include a range of joinery, plastering, plumbing, electrical and painting tasks, such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc</p> <p>Ensure the building and grounds are adequately lit. This will include checking emergency lighting, changing light bulbs, ordering new supplies and arranging quotations as required.</p>
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	<p>Ensuring the building is adequately heated. This will include monitoring and maintaining the boilerhouse equipment and bleeding radiators.</p> <p>Ensure that all areas of the Academy are free of graffiti, debris (including litter and leaves), any accidental spillages and ensuring pathways are cleared and gritted in snowy or icy conditions. Ensure that litter bins are placed in designated positions and emptied daily.</p> <p>Monitoring the cleaning standards in school and liaising effectively with the cleaning site supervisor to ensure the school is clean and well presented at all times.</p> <p>Liaise with contractors to enable work to be carried out within the Academy. This will include:</p> <ul style="list-style-type: none"> • obtaining quotations • organising access • agreeing times for working • monitoring progress of work, reporting back to the Director of Finance <p>GENERAL</p> <p>Being aware of and complying with all Academy policies and procedures undertaking a performance management annual review with the designated person.</p> <p>Identifying own training needs and participating in training and performance development as required. This role description is subject to review and change from time to time.</p>
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Person Specification

POST: Facilities Manager (Grade 7)

Applications will be assessed on the basis of this specification.

Criteria are deemed either Essential (E), or Desirable (D)

Criteria will be assessed from the application form (A) and/or at interview (I) as indicated.

Area	Criteria	E	D	
Skills/ Knowledge/ Aptitudes	Ability to lead and supervise the work of the team whilst also being a team player, using own initiative where necessary	✓		A/I
	Good understanding of health and safety requirements applicable in a school setting	✓		A/I
	Thorough approach to work and attention to detail	✓		A/I
	Prepared to be flexible regarding working hours and the variety of tasks undertaken	✓		A/I
	Good time management and prioritizing skills	✓		A/I
	Thorough knowledge of building maintenance work and terminology (Fabric and internal systems, e.g. heating, plumbing, carpentry, electrical etc)	✓		A/I
	Effective communication skills in order to liaise with staff, pupils, contractors, visitors etc	✓		A/I
	Ability to use computers and applications such as Microsoft office, email, premises management software etc	✓		A/I
Experience	Experience of staff supervision or management	✓		A/I
	Experience of maintaining health and safety standards and undertaking associated tasks effectively	✓		A/I
	Evidence of undertaking general repairs and maintenance duties to a high standard e.g. joinery, plastering, plumbing, electrical, tiling and painting tasks	✓		A/I
	Evidence of prior responsibility for facilities management including planning and problem solving, risk management, obtaining quotations for work and liaising with contractors effectively		✓	A/I
	Experience of working in a school environment		✓	A/I
Qualifications and Training	Evidence of attendance at Health and Safety training sessions e.g. Asbestos awareness, Manual handling, working at height etc	✓		A/I
	Health and safety qualification e.g. NEBOSH, IOSH or equivalent		✓	A/I
	Recognised training/ qualification associated with premises management e.g. joinery, plumbing etc		✓	A/I
	Hold a current (valid) Driving licence	✓		A/I
Disposition	Ability to work to deadlines and keep calm when under pressure	✓		I
	Passionate about setting high standards for oneself and others – including evidence of a desire for continuous improvement, both personally and for the employer	✓		A/I
	Adopt a positive “can do” approach to all tasks assigned, including a ‘hands-on’ approach to work and the ability to be flexible to cover absences	✓		I
	Friendly disposition and good sense of humour	✓		I
	Operate with discretion and professionalism at all times	✓		I
	Willing to undertake training as directed, including the First Aid at Work qualification	✓		I
	Understanding of and commitment to the aims and values of the school	✓		A/I