



# Highclare School

## Facilities Manager Job Description

### Job Purpose

As part of the support staff team and reporting to the Business Manager, the Facilities Manager will be responsible for the maintenance and upkeep of the school premises, site and associated facilities ensuring the needs of the organisation are met at all times. To manage the site supervisors and the work of the facilities team (currently comprising four site supervisors).

### Duties and Responsibilities:

#### Maintenance

- To monitor the conditions of the school fabric and to be responsible on a day to day basis for the approved and agreed repair and maintenance work and to ensure that the repair and maintenance needs are agreed, implemented and recorded.
- To be responsible for all operational duties relating to the lighting and heating of the premises and grounds lighting.
- To compile and maintain a tools and equipment audit ensuring staff are equipped to carry out on-site maintenance work.
- To ensure that there is safe access to all areas of the school site which are free from litter and ensure all drains, gullies and gutters are free flowing and clean.
- To be the point of contact for all building and site contractors and agencies and monitor their standard of work.
- To be responsible for the cleaning service and cleaning standards within the school.
- To manage the efficient operation of the School's janitorial and maintenance services.
- To safely maintain all cleaning materials and stock and maintain computerised stock control levels.
- To be responsible for the operation and management of Highclare Sports Field.
- To liaise with grounds maintenance consultants to ensure scheduled work is completed to the agreed timetable and standard.
- To carry out and document weekly site reviews.

#### Management

- To attend regular meetings with the School Business Manager.
- To ensure the Business Manager is kept fully up-to-date on all matters to enable reporting to the Headmaster as required.
- To line manage the facilities team including the allocation and monitoring of work.
- To produce and manage duty rosters/security cover/ shift working patterns for the facilities team.
- To carry out performance management reviews for site supervisors
- To maintain electronic records, information, data as appropriate including meter readings across all sites and produce management reports for future decision making.
- To obtain quotes for work and negotiate with suppliers and contractors to ensure the work is completed correctly and best value is always obtained.
- To facilitate the hiring of all school facilities outside school hours, including the pavilion and playing fields and ensure that staff and equipment are deployed as appropriate.

### **Management (continued)**

- To proactively develop systems and processes to increase the efficiency and effectiveness of the facilities team.
- To ensure a flexible approach to working hours with a 'can do' attitude at all times.
- To carry out staff training and development as required by the role.
- To undertake appropriate personnel development adhering to the principal of performance management.
- To adhere to the ethos of the School
- To promote the agreed vision and aims of the School.
- To set an example of personal integrity and professionalism
- To carry out any other duties as commensurate within the grade in order to ensure the smooth running of the School.

### **Health and Safety**

- To work to and operate a healthy and safe working environment in accordance with the Health and Safety at Work Act 1974.
- To carry out the role of health and safety coordinator.
- To be responsible for the management of health and safety for all school sites ensuring statutory rules and regulations are followed.
- To maintain and update the health and safety Log Book ensuring statutory testing is carried out within the agreed time period, any remedial work is completed as advised and ensuring the School is fully compliant at all times.
- To attend the health and safety committee meetings as Health and Safety Co-ordinator
- To ensure that asbestos management regulations are adhered to including the management and updating of the asbestos management plan.
- To carry out annual risk assessments and ensure the risk management systems are in operation.
- To ensure that compliance with the Control of Substances Hazardous to Health 1988 (COSHH) is met.
- To ensure the School is compliant with current fire safety regulations.
- To oversee the School fire marshal's training schedule and ensure this is up to date.
- To undertake the duties of a first aider for the School.

### **Security**

- To ensure the internal and external security systems for the premises and its contents are robust both when the buildings are in use and are closed.
- To be the principal key holder and to be responsible for all keyholder duties including the routine and non-routine opening of the premises.
- To ensure that there is appropriate staffing available to attend the building outside of normal working hours in the event of an emergency, break-in or intruder situation and to take appropriate action including, where possible, making premises secure.

The list is intended to be as comprehensive as possible but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to the Disclosure and Barring System.