



## DANES EDUCATIONAL TRUST

### JOB DESCRIPTION

<b>Job Title</b>	Facilities Manager – St Clement Danes School
<b>Line Manager</b>	A member of the school's Senior Leadership Team
<b>Working Week</b>	37 Hours per week
<b>Weeks Worked</b>	Full time
<b>Holiday Working</b>	N/A
<b>Pay Grade</b>	H9 – M1 28 - 36

#### Core purpose

To have overall responsibility for the Whole School Site and resources to provide a safe, efficient and effective learning and working environment for students and staff.

To manage, develop and support the Caretaking team to ensure high standards and to contribute to the aims of the school.

#### Main duties and responsibilities

1. Acting as the main Health and Safety Officer for the school, ensuring a safe working and learning environment in accordance with relevant legislation (full training will be provided for the right candidate).
2. Line management of the Caretaking team. Ensuring continual coverage within specific times during both term time and school holidays. Carrying out Appraisal and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.
3. Responsibility for ensuring the security of the site and buildings both in term time and school holidays.
4. Ensuring the maintenance of the site, including:
  - a. Organising minor structural repairs and decoration that can be done in-house
  - b. Keeping fixtures, fittings and furniture in a good state of repair
  - c. Maintaining a rolling programme of decoration and refurbishment
  - d. Controlling litter, and disposal of rubbish and redundant equipment
5. Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried-out on a regular basis.
6. Supervision and monitoring of the operation of the cleaning, catering and grounds maintenance contracts to a high standard.
7. Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.
8. Supervision of car parking for staff and visitors and ensuring that appropriate access arrangements are in place for delivery and service vehicles.

9. Overseeing new building and refurbishment programmes and acting as a point of liaison between contractors and the school.
10. Preparing the site for major events, including, but not restricted to: Open Day, Speech Day, Commemoration, Remembrance Services.
11. Acting as Budget Holder for those areas of delegated responsibility, such as Repairs and Maintenance, Health & Safety, Furniture and Fittings. Ensuring that all expenditure is within budget limits, that all purchasing is in accordance with best value guidelines and regularly reviewed, and that all necessary procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.
12. Managing the operation of the school minibuses.
13. Preparing reports as required for School Board meetings.
14. Preparing and submitting the annual Asset Management Plan, in liaison with relevant staff.
15. Keeping appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required, to the Headteacher, Governors and Local Authority.
16. Creating, monitoring and evaluating a Premises Plan which reflects the priorities of the School Development Plan and contributes to the aims of the school.
17. Keeping up to date with changes in legislation, (especially health & safety) and best practice in facilities management.
18. Carrying out any other duties which may reasonably be required by the Headteacher or other members of the Leadership Team.
19. Supervision of the canteen at lunchtime.

### **Equalities**

The post holder is required to be aware of and support difference and ensure that the Trust's equalities and diversity policies are followed.

### **Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

### **Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as 'spent'. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school's pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

## Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. 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 responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

## Supervision/Job Context

The post holder is managed by a member of the school's Leadership Team.

## Contacts

The post holder will work with a range of staff, students, governors and external contractors.

## Knowledge, Experience and Training

***There is an opportunity to re-train for this role, for candidates with the right transferrable skills.***

### Essential:

- Excellent interpersonal and organisational skills
- Ability to manage and develop a team
- Ability to take initiative and prioritise work effectively
- Ability to communicate effectively with a wide range of stakeholders including staff, students, governors and contractors
- Experience of building maintenance
- Positive outlook and the ability to work well as part of a team
- Appreciation of the needs of teachers and students
- Driving Licence
- IT literate and willingness to embrace new technology to improve efficiency
- A natural aptitude for to model the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'*.

### Preferable:

- Experience of working in a school environment in a similar role
- Experience of generating income from lettings management

	Name	Signature	Date
Post Holder			
Line Manager			
SLT			