



Site, Premises, Facilities Manager

Job Description

Reports to: The Head teacher, School Business Manager and the Governing Body

All staff have a duty of care to safeguard pupils and keep children safe in Education.

Main Purpose: This position is responsible for the operation and coordination of the repairs and maintenance, cleaning, safety, security, and projects of the site, in order to provide facilities that offer pupils and staff a safe and best possible environment for meaningful teaching, learning and personal development.

The manager will provide a 5-year plan for repair and maintenance and projects for expansion/improvements for the school facilities.

To project manage all building projects and maintenance on site, ensuring that all work is undertaken in the safest, effective and efficient manner.

To manage the health and safety for the site, to work with the head teacher to cover all aspects relevant to the site, to reduce accidents and near misses, and improve the health and safety culture.

To oversee the cleaning team, contract cleaners, and contract maintenance staff, to ensure high standards are maintained within the site.

The manager may have responsibilities for more than one site within the Trust.

The manager is to act professionally and maintain confidentiality at all times.

To support the head teacher at all times.

To support teaching and learning across the school.

To achieve best value and quality assurance in all contracts and works.

To implement all school/trust policies and practice.

Principle responsibilities are:

Manage the inspections and risk assessments of:

Play and PE equipment annually
Health and Safety, termly
Trees annually
Fire extinguisher annually

Asbestos, as required and annually
Roof and down pipes annually
Ladders annually
Fridge/freezer temperatures monthly

Manage the testing of:

PAT testing annually or as required
Water system legionella monthly
Emergency lighting 3 monthly
Gas, electric, and water readings monthly

Fixed wiring every 5 years
Fire drills termly.
Cold water tanks 6 monthly
Fire hydrant tests annually

Manage the servicing of:

Heating system annually
Fire alarm 3 monthly
Air condition units annually
Access control equipment annually
Intruder alarm annually
Window cleaning annually

Hot water boilers annually
Fire extinguishers annually
Car park barrier annually
Heating units inside building annually
Projectors in use 6 monthly

Manage the review and risk of:

Health and Safety policy annually
Fire risk assessment annually
VDU assessment annually
Premises assessment annually
Vehicles on site assessment annually
Cleaning assessment annually
Play area assessment annually
Critical incident annually
First aid assessment annually
Enriched curriculum activities

COSHH, annually
Manual handling assessment annually
Electrical assessment annually
Security assessment annually
Working at height assessment annually
Pond assessment annually
Snow and ice assessment annually
Pregnant workers as required and annually
Contractors on site assessment annually

All inspections, testing servicing and reviews to be completed to periods stated unless any changes or new legislation effect the stated times. Add new legislation as required.

Where possible this work should be carrier out by the post holder, using contractors only when required.

Administrative

Attend Governors resource meetings as required, offer advice and direction on facilities issues.
Present sustainability plan.

Confer with various county departments and persons on policies with reference to facilities and operations.

Be active in and develop good public relations with the community, pupils, administrative, teaching and support staff, other organisations, professional organisations and local industrial and commercial establishments.

Attend professional organisations meetings and training as necessary.

To be aware of school time table and what is happening in the school.

To complete Health & Safety audits alongside the nominated Governor.

To work alongside IT Support to create a sustainability plan for all technology.

Liaise with others within the Trust, offering support and sharing good practice.

Legal

The manager will keep up to date so far as is reasonably practicable, with all relevant regulations, laws, codes of practice, relating to the school facilities, and work within the Education regulations 1999.

Coordination and development

Coordinate implementation and budgeting needs for 5-year plan.

Develop and present facilities costs and reports to the governors.

Develop an energy management plan for the school.

Develop school expansion plans as required.

Coordinate and develop the cleaning team, including allocation of duties, staff rota, and cover.

Develop the team into a more efficient flexible team. Look at cost of cleaning and develop a cost efficient system.

Manage contracts on site ensuring all safeguarding policies are attended to.

Manage various relevant budgets and ensure best value on sourcing quotations for supply of work and parts.

Develop and keep updated an asset management list of all electrical items, and a list of all assets with a value of £100 or over.

To coordinate with the business manager for the lettings of school premises and facilities.

To negotiate, manage, and monitor contracts, look for best value on reviewing.

To list specifications for building/project works, obtain quotations, and look for best value, plan with the contractors and the school for planning programme for work to be carried out, safely, efficiently and when required.

Monitor school security and develop to suit needs. Monitor any short falls in security and implement actions to improve.

Perform security duties on school premises as and when required by head teacher.

Coordinate with IT requirements and assist with problems as required.

Carry out repairs and maintenance to your skill levels, work safely, do not attempt to undertake work where you have not sufficient skills, experience or training. Outsource if required.

To comply with the Trust's internal control framework

General

This description sets out the main duties of the post and does not describe in detail all tasks that may be required. It is assumed that other duties of similar levels/nature will be undertaken even though they are not itemised in the description.

Attend training and induction for all new members of staff within deadlines.

The duties and tasks can vary from time to time as a result of improvements, legislation, technology, policies or school priorities. Appropriate training will be given to enable the post holder to undertake new duties.