**Job description: ESTATES AND FACILITIES MANAGER**

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| **Responsible to:** | Chief Financial Officer |
| **Period of Notice:** | Three calendar months |
| **Pay scale:** | TDA63-67 (Depending on experience) |

**Job Purpose:** Lead the management and development of the site (s), the facilities and premises. This will include managing issues as they arise, developing an Estates Development and maintenance plan to ensure that premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum. To act as the Health and Safety Officer. To ensure the Academy’s buildings, estate, facilities, and transport fleet are kept secure, clean, safe and well maintained and comply with all relevant legal and external inspectorate standards. To manage an effective catering service to the Academy.

**Key Responsibilities:**

1. Management and leadership of the Estates and Facilities Team which comprises of the Estates, Catering and Cleaning teams
2. To monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved and maintained
3. To act as the Academy’s Health and Safety Officer with responsibility for quality assurance and monitoring across Academy operations and reporting to Senior Leadership Team
4. To ensure effective risk management, for example in health and safety, and in management of any third party contracts
5. To know about risk assessment tools and how to use them to establish hazards within the Academy and the associated risk involved
6. To ensure that effective arrangements are in place to safeguard students with regard to the Academy’s premises. In particular site security and premises health & safety arrangements.
7. To ensure that all statutory and company regulations and policies relating to hygiene, health, safety and fire are enforced and maintained.
8. Assist Care Leadership Team to ensure the required standard of service is achieved and maintained to comply with the National Minimum Standards for residential special schools in regard to the premises, estate and environment
9. To assume the responsibilities of Landlord in respect of any property let by the Academy, ensuring that all areas of the site are prepared and to ensure that any specific equipment is provided
10. To ensure regular, ongoing and effective training for all staff to ensure understanding of Health & Safety.
11. To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures
12. Responsible for the procurement of utilities, furniture, equipment and services within the Facilities manager’s role and within agreed budgets

**Estates and Facilities**

1. To ensure that the required standards, inspections, servicing, maintenance and procedures are met to comply with all relevant legislation relating to operating commercial premises.
2. To be responsible for maintaining constant awareness of the physical condition of the building, grounds, furniture, fittings and equipment from urgent repairs to programmed works over the short, medium and long term and updating the Estates Working Group as necessary.
3. Project manage all maintenance and refurbishment works, produce specifications and seek quotes and tenders, as appropriate
4. Ensure appropriate measures are in place to ensure site security, including access controls, and that the alarm system is regularly serviced and maintained.
5. Management and supervision of third party contractors supplying services to the Academy, whilst adhering to DBS requirements, ensuring the necessary Risk & Method Statements are in place and the contractor is adequately insured.
6. Prepare an Estates Strategy and Development Plan to enable forward planning relating to repairs/maintenance and make recommendations and opportunities for the premises and estates to meet the needs of the Academy, including future planning for strategic priorities.
7. Compile annual maintenance budgets and capital expenditure bids
8. Monitor financial performance to ensure that the pre-set budget figures are maintained and where variances do occur to provide written explanations of these costs, and to implement action plans for corrections.
9. Liaise with all internal departments to ensure that general facilities issues are dealt with in a timely manner.
10. Review the effective use of space and undertake room utilisation audits
11. Maintain a register of keys, hold spares as required and act as main key holder.
12. To ensure appropriate and adequate out of hours resource is available
13. To act as the lead for Sustainability/Net Zero.

**Transport**

1. Transport fleet management of all the Academy's vehicles including procurement and ensuring the Academy’s vehicles’ MOT, tax, insurance and Servicing is kept up to date.
2. To maintain a system to ensure only authorised vehicles are permitted on the Academy site

**Health & Safety**

1. Undertake the role of Health and Safety Officer (Quality assurance of Academy Health and Safety, including moderating quality, inspecting/sample auditing, monitoring and reporting)
2. To continuously monitor compliance with health & safety regulation
3. On behalf of the Principal draft and maintain a health and safety policy, outlining the organisation and arrangements for effective management of health and safety applicable to the Academy
4. Co-ordinate and manage the risk assessment process for the Academy and following up action points and assisting with preparing risk assessments as necessary
5. Monitor the completion of risk assessments across all sites. Providing quality assurance, auditing and reporting to SLT and Health & Safety Committee
6. Preparation and presentation of reports for Health and Safety Committee and SLT, including trends in accidents and incidents.
7. Monitor the collation of accident and incident information and, when necessary, carry out accident and incident investigations.
8. Arrange periodic health and safety audits and liaise with the Health and Safety Committee in relation to findings and any associated remedial actions
9. Co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Health and Safety Committee if funds are not available or if it has wider implications across the whole Academy.
10. To maintain the Emergency Plan for all sites including procedures for security incident lockdowns and advise on site safety operation during periods of adverse weather conditions.

**Fire Safety**

1. Co-ordinate the fire risk assessment process to allow the prompt identification of potential hazards
2. Co-ordinate general workplace fire safety monitoring inspections and performance monitoring processes
3. Ensure Fire drills are undertaken at least termly and results are recorded in the Fire Log Book and a central log of fire drills are reported periodically to Senior Leadership Team/H&S Committee.
4. Monitoring and action on issues identified and reported during fire drills
5. Ensure there are sufficient numbers and arrangements for trained fire wardens and fire co-ordinators
6. Keep records of all fire safety related activities
7. Ensure all areas have appropriate fire evacuation procedures
8. Lead on Personal Emergency Evacuation Plans – ensuring individual needs are identified, communicated, reviewed and documented
9. Ensure staff are adequately informed of all fire safety matters in connection with their specific work place and the Academy generally, including briefing of staff on the contents of the Fire Safety Policy on an annual basis
10. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect fire safety of students, staff and others are made safe without delay
11. Collate fire incident information and, when necessary, in liaison with The Principal, carry out fire incident investigations
12. Co-ordinate periodic fire safety reviews and fire safety audits
13. Advise the Senior Leadership Team of situations or activities that are potentially hazardous to the fire safety of staff, students and visitors

**Catering**

1. Oversee and manage the effective operation of Catering provision
2. Monitor and hygiene standards and ensure they are maintained
3. To ensure that all food is prepared with due care and attention, particularly in regard to students’ special dietary requirements and allergies.
4. Compilation of the annual catering budget and monitoring financial performance.

**Cleaning and Housekeeping**

1. Maintain a clean and tidy campus, presenting a professional image
2. Ensure hazardous chemicals are appropriately managed
3. Line management of the Cleaning Supervisor

**Lettings**

1. Manage external lettings of facilities ensuring resources are safe for external use
2. Identify new income opportunities and grow external lettings
3. Ensure appropriate procedures in place for lettings particularly ensuring safeguarding is considered for all bookings
4. Lettings Policy management
5. Ensure appropriate documentation for lettings, such as Lettings Agreements, insurance, and risk assessments
6. Maintain records of lettings and the associated income
7. To ensure that the premises and grounds are prepared for school events, lettings, exams and other uses of school site and liaise with hirers

**Other Duties:**

1. Participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy’s Health & Safety Policy).
3. Provide cover in other areas as required.
4. Carry out any other appropriate duties requested by the Principal or Head of Department.
5. To be mindful of the security of the Academy site, in view of keeping our students safe e.g.  closing doors when leaving a room or building and making sure external gates around the site are secured and locked once you have used them.
6. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy’s Safeguarding Policy & Procedures

**The above list is indicative and not exhaustive. The Facilities & Estates Manager is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of Estates & Facilities Manager.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed............................................... Date.........................................

Print name..........................................



**Person Specification: ESTATES AND FACILITIES MANAGER**

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| **Criteria** | **Essential** | **Desirable** | |
| **QUALIFICATION & TRAINING** |  | |  |
| Recognised qualification in Facilities Management and/or Health & Safety | **\*** | |  |
| Strong level of literacy and numeracy | **\*** | |  |
| Relevant higher level qualifications in functional specialties (i.e. catering, facilities management) |  | | **\*** |
| Level 1 in British Sign Language (or a commitment to achieve this) | \* | |  |
| Valid driving licence (6 pts or less), reasonable commuting distance from site | **\*** | |  |
| **EXPERIENCE** |  | |  |
| Proven experience as H&S and Facilities Manager or relevant position | **\*** | |  |
| Well-versed in H&S and facilities management best practices | **\*** | |  |
| Experience of managing an overall budget with diverse functional components (i.e. catering, cleaning etc) | **\*** | |  |
| Direct management experience of facilities management. | **\*** | |  |
| Direct management experience of catering, cleaning and housekeeping |  | | **\*** |
| Experience of managing a team effectively | \* | |  |
| Experience of presenting reports at Board level |  | | \* |
| Experience of using Microsoft Office, particularly Word, Excel and Outlook. | **\*** | |  |
| Experience of working in an education environment |  | | **\*** |
| Experience of lettings management |  | | **\*** |
| **KNOWLEDGE & SKILLS** |  | |  |
| Excellent verbal and written communication skills | **\*** | |  |
| Good analytical/critical thinking | **\*** | |  |
| Professional and clear report writing | **\*** | |  |
| Clear and effective leadership style, upholding the academy values | **\*** | |  |
| Ability to analyse problems, develop opportunities and implement innovative solutions/approaches | **\*** | |  |
| Strong ability to increase individual effectiveness through leadership, motivation, communication, coaching and training. | **\*** | |  |
| Ability to multi-task and keep track of deadlines | **\*** | |  |
| Knowledge of National Minimum Residential Care Standards |  | | **\*** |
| Excellent time management and organisational skills | **\*** | |  |
| **PERSONAL QUALITIES** |  | |  |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people. | **\*** | |  |
| A very strong work ethic with the ability to go the extra mile for all students and staff. | **\*** | |  |
| Able to demonstrate positive attitude to self development, willingness to learn in role and identify own training needs as appropriate. | **\*** | |  |
| High level of self motivation | **\*** | |  |
| Strong ability to build professional partnerships and communicate at all levels, particularly at senior level. | **\*** | |  |
| Ability to set high standards achievable through striving for continuous improvement | **\*** | |  |
| Ability to act on own initiative | **\*** | |  |
| Ability to work effectively as part of a team | **\*** | |  |
| Flexible approach to role and willingness to work outside normal hours (e.g. emergency out of hours calls) | **\*** | |  |
| A commitment to Safeguarding best practice. | **\*** | |  |