



Job Description: Facilities Manager

Responsible to: School Business Manager

Salary: NJC Pay Scale Grade 8 Points 25 - 30
Actual Salary Range £36,363 - £40,777

The position is for 5 full days, working 37 hours per week, over a full year. This post attracts a holiday entitlement.

Hours of work: Monday to Thursday 8.00am – 4.00pm
Friday 8.00am – 3.30pm
30 minutes unpaid lunch break. A degree of flexibility in hours will be needed.

Academy Vision Statement

As a Christian community, we aim to provide an education which enables all members of our Ripley family to flourish academically, personally and spiritually. Through acts of faith, hope and love, we encourage our young people to live well, to serve others and to make a difference in the world.

Our Aims

1. We aim to follow the examples and teaching of Jesus Christ.
2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.

Main Duties of the Post

Security

- To be responsible for the security of the site, act as key holder and carry out security procedures for the buildings and grounds. The routine and non-routine opening of the site and grounds. Responding to calls outside normal working hours as a result of break-ins and/or the setting off of the burglar alarm.

- To provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.

Supervision

- To organise and manage the work and the hours of work of the site team, to ensure the school has cover when required.
- To induct new site staff.
- To plan own work and that of the premises staff.
- To provide/arrange the appropriate induction and training of site supervisors.
- To monitor the progress of the site team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.

Facilities Management & Development

- To direct and monitor the work of the site staff, to ensure that the school buildings and premises are kept to a high standard of cleanliness and repair and are safe for staff, pupils and visitors.
- To assume initial responsibility for the resolution of all site-related issues, to identify and prioritise maintenance requirements, and prepare and organise annual maintenance programmes.
- To set up and monitor Service Level Agreements for all statutory inspections and servicing, ensuring the Academy achieves best value.
- To be responsible for relevant premises-related budgets, including Maintenance, Cleaning Supplies, Swimming Pool and Statutory Compliance.
- In accordance with any existing Service Level Agreement, draw up or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken.
- To monitor and manage the progress of projects involving outside contractors.
- To manage internal development projects, sourcing relevant contractors and supplies, ensuring best value and statutory compliance.
- To ensure that all premises equipment is in a safe and working condition and arrange for its repair as appropriate.
- To arrange for the site staff to carry out first-line repairs and minor works which are not beyond the competence of the staff concerned.

Other duties

- To manage the out of school hours letting of the school premises.
- To maintain an inventory in respect of equipment.
- To carry out an annual check of equipment against the inventory.
- To investigate opportunities for recycling of the school's waste.
- To involve pupils and staff in constantly seeking ways of improving the working surrounding and of managing the premises in a more efficient and cost-effective way.

Health and Safety

- To ensure implementation and compliance with appropriate codes of practice throughout the school in relation to premises in liaison with the Health and Safety Committee for the school.
- To monitor the appropriate Health and Safety procedures in use in the school and report any issues to the Health and Safety Committee.
- To attend meetings of the Health and Safety committee and consult with governors on matters relating to the premises.

- To undertake regular testing of the school burglar and fire alarm system and to maintain appropriate records in relation to this.
- To undertake regular maintenance of the school swimming pool, ensuring compliance.

General

- To fully participate in the school's appraisal scheme and undertake relevant training, where appropriate.
- To contribute to the wider success of the facilities function within the Bay Learning Trust, sharing ideas and best practice.

Requirements based on the job description

Qualifications

	Essential / Desirable
Full driving licence	E
The equivalent of an NVQ level 3 qualification in a skill or trade	D

Experience

	Essential / Desirable
Experience of managing staff	E
Experience of practical maintenance activities in a professional capacity	E
Experience of facilities compliance and appropriate codes of practice	E
Experience of writing maintenance programmes	D
Experience of planning and programming work	D
Experience or writing specifications	D
Experience of managing contractors	D

Knowledge, skills and abilities

	Essential / Desirable
Ability to operate at a level of understanding and competence equivalent to NVQ level 4 standard.	D
Specific skills in a trade e.g., plumbing, joinery, basic electrical/mechanical engineering alongside well developed skills of basic maintenance.	E
Ability to diagnose problems and provide solutions	E
Knowledge of maintenance requirements of large buildings	D
Ability to carry out basic repairs and maintenance	E
Ability to organise and manage a team	E
Flexibility and adaptability	E

Ability to work in an organised and methodical way	E
Time management skills	E
Knowledge of Health and Safety legislation and relevant codes of practice	E
Knowledge of processes for engaging contractors	D
Ability to lift and move heavy weights on a regular basis	E
Ability to use powered tools and equipment relevant to the role	E
Ability to motivate staff	E
Basic IT skills	E
Good numeracy skills	E
Can do attitude	E

Other

	Essential / Desirable
Commitment to safeguarding and protecting the welfare of children and young people	E
Willingness to work when required outside of core hours	E
Willingness to respond to emergency callouts	E