

# Facilities Manager

52 Week Contract / Salary Scale PO3/4 (£33510 - £38961)  
depending on the candidate

This post will involve overseeing the buildings and services for a large comprehensive in North London. A significant part of the role will involve meeting statutory Health & Safety Requirements and complying with the Local Education Authorities (LEA) safety management standards.

The successful applicant will have line management responsibilities for site premises managers and cleaners. The Facilities Manager reports to the Business Manager

Line Management of: Premises Manager, Cleaners and all Contractors on site.

The post holder will be responsible for managing their work to agreed budgets and should be able to demonstrate sound financial knowledge.

## Introduction

1. To provide flexible support to the schools regarding the management, operations and maintenance of the school sites including their buildings and facilities in order to meet the needs of the Governing Bodies and headteachers.
2. To ensure that the school buildings and installations are maintained to the highest possible standards, using initiative and making decisions to achieve this.
3. Along with other members of staff, take responsibility for promoting and safeguarding the welfare of the children and young persons he/she comes into contact with
4. Identifying cost reduction initiatives

It is expected that the postholder will organise the work of him/herself and others to perform the duties listed

## Health and Safety

1. In association with the appropriate Business Manager take the lead role in the maintenance of Health and Safety related inspection and examination regimes.
2. Be aware of Health and Safety legislation as it affects school buildings and services including the new CDM requirements.

3. Ensure that all work carried out by Premises and cleaning staff is undertaken with regard to Health and Safety requirements, ensuring that risk assessments have been developed or updated where necessary

4. Oversee fire safety requirements

5. Ensuring that contractors are safely managed

### **Supervision of contractors**

1. General: ensure that existing contracts are carried out in accordance with their specifications, and take effective action when they fall short of such specifications

2. In association with the Business Manager formulate new specifications as required.

3. To contact appropriate contractors to request estimates etc. and maintain appropriate paperwork.

4. Liaise with contractors working on site.

5. Ensure that all contractors maintain the standard dictated by the appropriate specification, including all the health and safety considerations.

6. In association with the Business Manager, take effective action to follow up incomplete work or defaults.

7. Monitor contractors' work and recommend payment of contractors' invoices when the work has been satisfactorily completed.

8. To ensure a high level of grounds maintenance either directly or through an appropriate contractor

### **Administration**

1. Provide a working knowledge of basic legislation, including Health and Safety, as it applies to School Premises

2. Compiling data and, in liaison with the Business Manager, submit premises related returns to the Local Authority

3. In association with the Business Manager be responsible for the preparation of premises related projects and related funding bids
4. Submission of a schedule to show planned working time for the Premises staff at least two weeks in advance
5. Submission of monitoring reports, including meter readings
6. As appropriate provide a report on a contractor's failure to comply with the appropriate specification to the Business Manager (if requested in writing) and after recommendation and consultation take appropriate action
7. Raise and follow up works orders
8. To monitor the procurement of COSHH assessments, the maintenance of the COSHH register and ensure that all relevant staff are made aware of their responsibilities under H&S legislations

### **Services**

1. To ensure the efficient management of the heating systems in the school. This will include the operation of the boilers and associated plant and routine maintenance
2. To be responsible for the most efficient operation of lighting, plumbing and other services
3. Support the schools in finding other sources of energy, including renewable
4. To implement and monitor records of energy and water usage and act if usage varies
5. Ensuring / monitoring the routine checks of services or systems (burglar alarms, fire alarm systems etc.)

### **Repairs and Maintenance**

1. To identify through regular inspection and through notification by other staff, work that needs to be undertaken. In association with the Business Manager, ensure the preparation and execution of a rolling maintenance programme.
2. Undertake / delegate all reasonable basic repair and maintenance requirements, it

would be a benefit if the Facilities Manager had a formal qualification in either Electrics, Plumbing or Gas

3. Identify and take steps to rectify any problems connected with the school's effectiveness

4. In association with the Business Manager maintain accurate records and costs of maintenance required

### **Cleaning**

To monitor the effectiveness and management of cleaning contracts.  
To plan and manage the cleaning specification

### **Security**

Advise on levels of security and, if appropriate, how they may be improved.

### **Training and Development**

To undertake training courses to develop relevant skills.  
To attend any course that may be reasonably be required  
To participate fully in the schools' appraisal systems

### **Equal Opportunities**

Understand and act in accordance with Equal Opportunities policies in the schools

### **Other**

To undertake such duties which are commensurate with the general level of the post that might reasonably be required by the headteachers or the Governing Bodies.  
The job description will be subject to annual review and may be changed at any time following consultation with the postholder