

## Role Profile: Facilities Manager

### Purpose

In this role you will ensure the delivery and maintenance of a safe and secure environment for all pupils, staff, visitors, contractors to the sites for Salcombe & Hendon Schools. The role is responsible for Health and Safety on site(s) and the line management of the site team, together with significant interaction with the teaching staff. You will be the initial point of contact for buildings, grounds and maintenance, security, Health and Safety including alarms.

### Key Accountabilities (6-8 max)

Manage the identification and short/long term planning of all repairs and maintenance works across all the sites, manage the budget priorities as appropriate, including all requests for maintenance and repairs, to ensure both Health and Safety compliance and budgetary alignment at all times. Maintain and development industry knowledge to ensure Salcombe and Hendon schools maintain and practice, in line with, or exceeding good industry standards in relation to facilities management.

Provide and support the SLT in development of property and facility development programmes for the site(s) ensuring that all appropriate opportunities for income development are explored with the Business Manager.

Ensure the reporting and resolution of all defects in the buildings and the timely completion of all minor repairs and maintenance of furnishings and buildings as agreed. This includes painting and decoration and any necessary emergency action required to make safe any damage until such a time an appointed external contractor can attend site.

Ensure all Health and Safety issues are resolved in a timely manner and that daily & weekly checks are undertaken, and any remedial actions required are completed in a timely manner. Complete regular hygiene checks to ensure that the highest standards of cleanliness and tidiness are maintained throughout the Schools. Ensure that toilets are inspected daily and cleaned as necessary. Carry out routine checks to ensure the cleaners are regularly and efficiently cleaning all sites, and reporting building faults or defects when identified.

Manage the delivery of an annual rolling site repair and maintenance plan to ensure full compliance at all times ensuring that all weekly and periodic checks, fire alarm, water temps, paths, gutters, fire exits etc. are undertaken and accurate records kept. Ensure that all Annual checks, for example: gas safety, electrical PAT testing, tree surveying, extractor hood cleaning and servicing, fire extinguisher, intruder alarm, fire alarm annual service are undertaken in a timely manner. Ensuring all third-party contractors are being managed correctly.

Be responsible as the main key holder for the school. Ensuring the opening and closing of the premises at designated times (including weekends and designated events) and to be responsible for general security at all times, in line with all company Safeguarding and legal procedures. Ensure that the mini buses and vans are kept locked at all times, that the keys are stored correctly and that are used and maintained as intended.

Line manage all caretaking staff through the allocation of tasks and ensure site coverage meets operational needs. Where appropriate you will also be required to carry out general site maintenance personally along side the caretaking team.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<p>Excellent communication skills with the ability to negotiate and manage challenging conversations.</p> <p>Excellent numeracy skills with the evidence to show previous budget management experience.</p> <p>Excellent organisational skills with the ability to pay close attention to detail whilst managing a busy workload.</p> <p>Great problem-solving skills with the ability to make decisions, take accountability and responsibility for their actions.</p> <p>Ability to be flexible and adaptable in order to manage school site properties and responsibilities, often out of normal school time.</p> <p>Able to manage a busy workload often under pressure in order to meet school deadlines.</p> <p>Able to work collaboratively with their stakeholders both internally and externally.</p> <p>Good IT skills.</p>	<p>Knowledge of transport operations and relevant legislation</p>
<b>Qualifications</b>	<p>Appropriate H&amp;S qualification or Facilities Management qualification</p>	
<b>Experience</b>	<p>Experience of managing and leading a multi-site team's.</p> <p>Excellent experience of managing school-based facilities.</p> <p>Practical experience of H&amp;S, COSHH and associated compliance regulations.</p> <p>Proven experience of managing buildings and facilities.</p> <p>Project Management experience and awareness of CDM regulations</p>	

**Key Stakeholders:**

**Internal –**        **Senior Leadership team**  
                         **Operations Team**  
                         **Cognita staff (HR, Finance, H&S and Transport )**  
                         **Teaching staff**

**External -**        **Contractors**  
                         **Parents**  
                         **H&S Inspectors**  
                         **Compliance Inspectors**

**Signed:** ..... **Name (print):** .....

**Date:** .....