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**JOB DESCRIPTION**

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| Location: | **West Norfolk Academies Trust** |
| Job Title: | **Facilities Manager** |
| Contract | **Full Time – 37 hours per week. 52 weeks per year****Scale J, Point 29 – 31, (£32,029 – £33,799 per annum)** |
| Responsible to: | **Director of Operations** |
| Key relationships/Liaison with: | **Executive Team and Headteachers****Operations Team** |
| Job purpose: | * **To provide an efficient support service to the Executive Headteacher and Trustees in the management of the Trust schools’ premises and sites, ensuring, safe, warm and dry environments.**
* **To provide accurate and timely management data in a format that will enable informed budget and performance monitoring and assist decision making.**
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| **MAIN DUTIES AND RESPONSIBILITIES:** |
| **Health and Safety*** To be responsible for the overall management and compliance of HSE legislation e.g. water safety, fire safety and all other aspects of estates health and safety legislation.
* Implement and manage Health and Safety, CDM and other mandatory guidelines, including a “permit to work” system and current legislation for staff and contractors.
* To ensure compliance with statutory and Trust Health and Safety regulations and policies.
* To ensure that all appropriate Risk Assessments are carried out.
* To assess risks, prioritise health and safety and compliance and to maintain a risk register and risk records.
* To ensure all accidents are recorded and reported immediately and that the appropriate documentation is completed.
* Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these on designated Trust sites.

**Fire and Security*** To be responsible for ensuring the security of the buildings and contents, including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
* To manage fire procedures within the Trust schools including the ongoing maintenance of the fire alarm systems and fire equipment to ensure that the Trust meets its statutory responsibilities.
* To manage the security and access into all school’s buildings, for out of hour alerts, and be the main point of contact with the police and senior Trust staff as appropriate to ensure a safe and secure environment.
* To implement and maintain systems relating to keyholder management, fire alarms and site drawings.

**Line Management*** Maintain standards of performance, including staff motivation and moral attitude and appearance.
* Ensure accurate planning and budgeting of all training needs for staff at each school.
* Manage staff absence in accordance with policies and procedures.
* To be responsible for the supervision of the site teams and cleaners including induction and training; to ensure that the premises are maintained in a clean and presentable condition at all times.
* To define, document and effectively communicate roles and responsibilities within the Facilities Team and to ensure it is clear who is responsible for maintenance of land, buildings and equipment.
* To be responsible for all aspects of recruitment, selection and induction of staff, ensuring the relevant paperwork is completed in a timely manner.
* To conduct performance management processes within the Facilities Team and complete them in a timely manner.

**Premises and Resources Management*** To understand the suitability and sufficiency of the estate and to be responsible for overall management of the accessibility of Trust buildings.
* To hold a complete record of all legal or controlling interests in the estate and to understand the implications of tenure.
* To ensure adherence to service levels and performance standards.
* To liaise with and manage all contractors and ensure supervision when they are on site.
* To ensure that all appropriate tests/inspections are carried out and to maintain all records of mechanical and electrical maintenance and asbestos records.
* To monitor energy and water consumption across the estate and look for opportunities to deliver efficiencies and cost-savings.
* To understand and maintain documented evidence of compliance across the estate and to effectively manage compliance procedures.
* To undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works at designated Trust sites.
* To manage projects supporting the 5 year estates plan, including management of new build development.
* To manage, plan and implement any proposed building work which may affect the use of Trust activities, including preparation of reports detailing specifications, costs Health and Safety plans and proposed timelines, for submission to the Trustees for approval.
* To ensure that waste is managed and disposed of in a cost effective way and in line with all relevant legislation.
* To consider whole lifecycle issues including revenue consequences in your decision-making.
* To ensure that clear and consistently applied procurement procedures are in place that challenge value for money and to ensure that a challenging option appraisal process is in place to make advised decisions.
* To produce summative reports as required, based on the 5 year Estates Plan, and to produce and maintain accessible systems to access data.
* To arrange and maintain current and costed condition surveys for the estate.
* To implement a library of all relevant technical literature, maintenance documentation, manufacturers handbook/instructions, records, drawings, test sheets, certificates and all relevant technical literature, standards (including Service Level Agreements relating to maintenance requirements.
* Ensure effective advice to schools for lettings and facilities hire.

**Fleet Management*** To be responsible for the development and management of a Vehicle Fleet Management system.

**Support for the Trust*** To assist with the Disaster Recovery processes in respect of the Trust schools and facilities to ensure minimum disruption occurs in the event of any emergency and to maintain and control policies that respond to emergencies involving the estate.
* To develop effective working relationships with all stakeholders, both internal and external.
* To engage with appropriate training opportunities to promote professional effectiveness in this role.
* To be responsible for organising own workload ensuring that all appropriate tasks are completed on time.
* To work within budgets allocated by the Director of Operations.
* To undertake any relevant work as directed by the Headteacher.
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The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Demonstration of a sound educational background |  |  | Appl/Ref |
| An engineering or mechanical background |  | ✓ |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Extensive experience of working in an educational environment dealing with site maintenance  |  | ✓ | Appl/Int/Ref |
| Extensive experience of working with Health & Safety Legislation |  |  |  |
| Experience of successfully delivering projects on time and within budget | ✓ |  |  |
| Experience of translating a vision into strategic plans and reality | ✓ |  |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Excellent communication skills with the ability to work effectively with and relate to: staff in school, colleagues, parents, external services |  |  | Appl/Int/Ref |
| Excellent IT skills  |  |  |
| Extensive experience of effective report writing |  | ✓ |
| Well-developed written and organisational skills  |  |  |
| Ability to lead, manage and motivate a site team  |  |  |
| Ability to present information through a variety of formats to suit the audience  |  |  |
| Knowledge of longer term financial planning processes in relation to effective estates management |  | ✓ |
| Detailed knowledge of policies and procedures specifically relating to educational establishments  |  | ✓ |
| Detailed knowledge of relevant Health & Safety Legislation and environmental standards  |  |  |
| Detailed knowledge of buildings maintenance standards in industry |  |  |
| Knowledge of the risks and implications of non-compliance |  |  |
| Understanding of business strategy and priorities |  |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Work to deadlines  |  |  | Appl/Int/Ref |
| Ability to prioritise and work effectively |  |  |
| Strategic thinker |  |  |
| Willingness to undertake relevant training  |  |  |
| Problem solver  |  |  |
| True conviction that excellent estate conditions will support operational and organisational performance |  |  |
| Be self-motivated and demonstrate ability to work on own initiative  |  |  |
| Work individually and as team member  |  |  |
| Work under pressure |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Excellent attendance and punctuality |  |  |
| Excellent interpersonal skills |  |  |

Appl = Application Form Int = Interview Ref = Reference