

## **JOB DESCRIPTION**

**POST TITLE:** Facility Manager

**LOCATION/BASED:** Any school within the Gosforth Group

**GRADE:** N7

**RESPONSIBLE TO:** Deputy Director of Estates & Facilities

**RESPONSIBLE FOR:** Assistant Facilities Managers, Lettings Support Assistants, Facilities Assistants.

### **CORE PURPOSE:**

To coordinate and supervise the support of facility and ancillary services within the school to ensure the building is fit for purpose. To ensure the delivery of services in accordance with agreed service standards, policies and procedures.

### **MAIN DUTIES & KEY RESPONSIBILITIES**

1. Responsible for the day-to-day line management of designated employees, including monitoring performance, 1-2-1's, team meetings, and appraisals.
2. Responsible for identifying training and development needs across the team, and action as appropriate.
3. Responsible for 'team' work distribution and allocation of tasks and priorities as appropriate
4. Ensure compliance with policies and procedures associated with the operation of the academy(s), specifically those relating to staff supervision, security and access, maintenance, and health and safety.

5. Regularly review the cleaning and catering contract, and any other contracted service as directed, to ensure the academy(s) is receiving value for money and the quality of service is maintained in accordance with the contract terms, escalating any concerns to the Deputy Director of Facilities and Estates as appropriate.
6. Ensure that the academy premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking regular cleaning audits, escalating any concerns in accordance with key service procedures.
7. Undertake the day-to-day operation of plant and associated equipment including vehicles, arranging appropriate maintenance in accordance with service procedures.
8. Read and record information from a range of assets including utilities meters, heating, firefighting, fire alarms, and emergency lighting systems, and remedy any faults in accordance with agreed service procedures.
9. Provide the Deputy Director of Estates & Facilities, Principal and senior staff with regular updates on all matters relating to site maintenance.
10. To monitor and account for, delegated budgets, for example the 'Repairs and Maintenance' budget, in accordance with service policies and procedures, including signing off work as completed to the required standard, ensuring all costs are in accordance with the agreed rates.
11. Order stocks and supplies in accordance with Trust purchasing processes and procedures, ensuring that there are adequate levels at all times.
12. Carry out minor and or temporary repairs and maintenance work, where appropriate. Where work cannot be done in house, due to extent of the work required, or there is a requirement for a certified or skilled person, quotes or estimates, and appropriate approval should be sought prior to any work being carried out. All requests should be made in accordance with agreed service procedures.
13. Monitor contractors on site, ensuring they do not cause a health and safety hazard or damage to school property. Concerns and or non-compliance should be reported in accordance with agreed service procedures.
14. To carry out portage duties as required including the coordination of the removal and placement of furniture and equipment.
15. Responsible for the security of the premises.
16. To ensure the clearance of snow from all accessible areas and to grit as necessary, and ensure borders, pathways and yards are free from debris.
17. To promote and implement the Academy's Equality Policy in all aspects of employment and service delivery.

18. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trust/academy's policies and procedures.
19. To supervise lettings staff in the delivery of the Trust's letting services and facilities.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

## PERSON SPECIFICATION

POST TITLE:

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Knowledge of heating, ventilation and plumbing systems.	✓	
Knowledge of cleaning practices.		✓
Knowledge of digital and manual reporting systems.		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
IOSH (or similar) Managing Safely successful course attendance		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of supervising staff.	✓	
Experience of working within a heightened health and safety environment	✓	
Experience of working within a school.		✓
Experience of operating heating and ventilation plant.	✓	
Experience of securing premises.		✓
Experience of managing minor repairs	✓	
Experience of using Microsoft Office.	✓	
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
A calm and methodical approach to resolving issues.	✓	
Good communication skills with the ability to converse at all levels.	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license.	✓	

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***