



Facilities Manager

The successful applicant will be responsible for developing and maintaining the school's premises facilities and systems. This post is from September 2024 or earlier and is full time.

Person Specification

We are looking for a professional with a commitment to working in a school with high standards and a distinct Christian ethos.

You will have:-

- Experience of a Facilities Management role in a modern building
- Strong handyman skills, able to resolve and maintain a wide range a building issues
- Strong IT skills and a high level of computer literacy
- A willingness to learn new skills and expand your areas of expertise
- A commitment to safeguarding young people and promoting their welfare
- The ability to form and maintain appropriate relationships and personal boundaries with pupils and staff
- The ability to communicate well with stakeholders
- Relevant qualifications
- Good problem solving skills and the ability to use initiative in challenging situations
- High personal standards of integrity, conduct, punctuality and dress
- A strong attention to detail and excellent planning skills
- A willingness to be involved with school events

You will be:-

- Supportive of the school's Christian ethos and values of respect, compassion, courage, openness, diligence and proactivity
- Able to respond constructively to coaching, mentoring and feedback
- Emotionally resilient
- Willing to work as part of a team and the wider school staff
- Willing to take on specific projects and see them through to completion
- Positive, flexible, motivated and humble
- Be able to work to deadlines
- Well organised and skilled with time management
- Physically able to undertake manual tasks as required including carrying and moving heavy items
- Residing within 20 mins travel from the school out of normal working hours

Reporting Relationship

Reports to the Head.

Job Description

To provide effective facilities management and facilitate the smooth running of the school in conjunction with other office staff in accordance with the policies and procedures of the school. In order to fulfil the role, the post holder should expect to carry out the following:

Security

- Key holder, required to attend emergency call outs out of normal hours
- Carry out procedures in the event of an emergency
- Prevent trespass, challenge the identity of unknown persons and where necessary contact the Police to assist
- Ensure that pupil movements in the immediate locality at the beginning and end of the school day are safe
- Prevent unauthorised parking of vehicles
- Ensure that locks are in good working order and that the building can be secured
- Ensure the intruder alarm and door access systems are operational
- Manage the premises during periods when the building may be let to external users including setting out and putting away furniture as required
- Be available to oversee a reasonable number of evening and weekend lettings

Maintenance

- Carry out and record routine in house maintenance tasks and checks related to fire safety, health and safety and legionella
- Carry out PAT testing as required
- Organise and oversee routine maintenance of plant and equipment provided by external contractors in accordance with the ppm schedule
- Maintain the faults log
- Carry out in-house repairs and maintenance to furniture and fabric of the building according to expertise and training as required
- Carry out in-house redecoration as required
- Organise and oversee repairs that require remediation by external contractors
- Ensure contractor compliance with school policies and maintain records
- Ensure school owned plant is in a safe working condition by regular inspection
- Ensure plant rooms are clean and tidy and free from combustible materials where necessary
- Ensure that energy usage is efficient and record weekly readings of utilities
- Care for the external and internal plants
- Remove weeds from courtyards, parking spaces and around exterior of building

Cleaning

- Ensure that the premises and furnishings are cleaned by the contractors
- Carry out specific cleaning duties in respect of spillages (including bodily fluids) in the absence of contracted cleaners
- Ensure that the school site is tidy, free from litter and well maintained

- Undertake the regular jet washing of courtyards, drains and gullies
- Ensure safe access to the premises by clearing paths and using salt during freezing winter weather
- Undertake non-routine cleaning tasks during school closure periods

Miscellaneous

- Place orders on consumables and equipment and be responsible for their economical use
- Take delivery of stores, materials and other goods and distribute them to their points of use
- Report any health & safety related accidents or incidents on site
- Carry out safe working practices in accordance with policies
- Coordinate working time/holidays with the Head to ensure adequate keyholder cover
- Move and set out of furniture and equipment including extension and retraction of hall seating as required

Although not essential it would be an advantage to be able to carry out some of the following:

Technical Support

- Be familiar with the basic operation of the Stage Lighting and Sound system and be able to operate for basic events
- Assist with Chromebook management and setup, ensure that pupils and staff have working devices and that faulty devices are re-installed or sent for repair
- Assist with maintenance of and software upgrades to the Clevertouch screens

Wider Responsibilities

- Any duty relating to supporting the school to ensure the smooth running of the school on a daily basis
- Contribute to the maintenance of the school ethos
- Uphold the policies of the school including the Safeguarding policy
- Carefully follow the procedures of the school, including ensuring Health and Safety and Safeguarding procedures are followed at all times
- Attend school events such as open days, plays, concerts, etc as part of supporting the wider work and activity of the school. These may from time to time take place on a Saturday or in the evening
- Participate in INSET days and occasional staff meetings

Scope exists to shape the job to the skills of the successful applicant. The above list is illustrative rather than exhaustive and the person appointed must expect to undertake other tasks and duties as may be requested.