



JOB TITLE:	FACILITIES MANAGER		
REPORTS TO:	School Business Manager (SBM)	Grade:	8
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none"> To be responsible to the SBM for a range of duties relating to the security, operations, facilities management and monitoring of the school site including the management and supervision of contractors on site. To lead a team to ensure that the school buildings, facilities and grounds are maintained to the highest possible standard, are in a proper working order ensuring compliance with relevant Health, Safety & Welfare legislation ensuring to provide a safe working environment for all users of the facility. To work with the SBM / Headteacher in support of future developmental activity e.g. new build, commercial use etc. To be lead contact for all site / facilities issues. 		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
	Security		
i.	To ensure the school is unlocked and ready for use each day and for community use outside school hours, and that areas are secured when not in use.		
ii.	To ensure that access to specific areas is available to contractors, outside of normal hours as directed by the Headteacher / SBM.		
iii.	To have lead responsibility for the security of the premises at all times and to establish (with the SBM) a protocol to support out of hours contact arrangements including operation of fire and burglar alarms – utilising the Site Manager / Facilities Assistants to support this..		
iv.	To operate and manage the school's CCTV system, preparing digital recordings (when necessary) for police / SLT investigation.		
	Facilities Management		
i.	Operational and financial management, administration, organisation and planning of daily site maintenance, security and cleaning routines with the budget constraints – using IT software and bespoke FM software / PDA etc.		
ii.	Manage and monitor standards, processes, training and systems to ensure the awareness of, and adherence to, current Health & Safety legislation and approved codes of practice e.g. NYCC / School Safety Management Systems, by all site maintenance and cleaning staff.		
iii.	Monitoring of and liaison with colleagues working for NYCC / CYC and all other contractors /relevant individuals re all matters related to the maintenance of the site.		
iv.	To direct contractors to specified work and to monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.		

	v.	Plan and direct the work of site maintenance.
	vi.	To carry out the annual performance review of the site facilities team.
	vii.	To liaise with the external cleaning contractor's supervisor to ensure the premises are prepared and cleaned for daily school use, after school events and all external lettings.
	Health & Safety	
	i.	Proper and timely assessment of risk to health & safety, implementation of measures and arrangements identified as necessary from assessments. This is achieved by Health & Safety zonal inspection of the site, which is then compiled into a working report. Where appropriate, bring in external experts to advise. To work with the SBM in support of H & S audits.
	ii.	To ensure the site satisfies health, safety and welfare requirements e.g. ventilation, temperature, lighting, sanitary, washing and rest facilities.
	iii.	To supervise and undertake when required testing, repairs and maintenance of portable electrical appliances according to level of competence. Compiling and updating database of all tests.
	iv.	Responsible for the preparation and presentation of all necessary information/data for Health & Safety meetings (chaired by the SBM).
	v.	Formulate and maintain an up to date library of plans, servicing schedules and other data relating to the site and its infrastructure.
	Lettings / Future Development	
	i.	To work with the SBM in utilising the school site for commercial use.
	ii.	To work with site facilities team to support out of hours events e.g. open evenings, parents evenings etc.
	iii.	Responsible for the layout/removal of furniture and equipment as required.
	iv.	To secure buildings after use.
	v.	To support the SBM / Headteacher with any future development of the Fulford School site – this will require attendance at some meetings of planning groups and/or meetings between SLT and architects, LA Officers, contractors etc. and evaluating / managing any impact on the FM aspects of the Schools operations.
	Routine Tasks	
	i.	To be responsible for the general appearance of the site including removal of litter and graffiti, as necessary.
	ii.	To respond to all defect reports and put into action such remedial works as are necessary working within Health & Safety parameters with regard to specific trade skills within the team.
	iii.	To deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment as necessary and within the scope of the post.
	iv.	Prioritise, cost and respond to requests for minor improvements works; Identify and communicate own suggestions for minor works; Cost all works to ensure they represent value for money.
	v.	To seek quotes/estimates/tenders from recognised contractors for all repairs and development work in order to meet the standards set out by the Schools Accounting & Financial Regulations.
	vi.	To complete all necessary paperwork associated with orders and to check relevant invoices, checking deliveries and distributing to departments.
	vii.	To carry out emergency cleaning tasks, to include the removal of bodily fluids/excretions.
	viii.	To be responsible for the setting out of areas of the school for specified use and to work as part of the team to ensure that any such work is carried out promptly.

	ix.	To log all incidents of vandalism or unusual excessive wear and tear and to either rectify or report to the SBM.
	x.	To be first point of contact for external security providers. Responding to emergency call outs on a rota basis with other site staff and in liaison with external keyholders.
	xi.	To work with the School Admin Team in respect of car parking and staff car parking.
	xii.	To liaise with SBM and Headteacher on development projects and to co-ordinate these via routine maintenance. This will require attendance at some meetings of planning groups and/or meetings between SLT and architects, LA Officers, contractors etc.
	Training	
	i.	To be willing to undertake all relevant in service training as required and to ensure that all relevant skills/qualifications are kept up to date.
	ii.	To undertake training in the use of the quad bike.
	iii.	Responsible for training and development of site maintenance and cleaning staff to ensure currency of their fitness for role.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Direct: Manages or supervises other support staff – currently 3 staff. Indirect: Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site. Ensuring they are aware and observe site health & safety regulations.	
4.	CREATIVITY & INNOVATION The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility.	
5.	CONTACTS & RELATIONSHIPS Internal Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well established matters. External Comes into contact with suppliers and contractors, Education, planning and building professionals, parents, members of the public, the Fire Service and Police service. Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.	
6.	DECISIONS – discretion & consequences Discretion Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols.	

	<p>Consequences Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the school.</p>
7.	<p>RESOURCES – financial & equipment (<u>Not</u> budget, and <u>not</u> including desktop equipment.) Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, school minibuse(s) and quad bike.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context Work demands The work is subject to change and interruption. Physical demands Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site. Working conditions Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings e.g. ladder/scaffolding tower work, boiler house, drains etc Work context May involve contact with potentially hazardous substances e.g. chemicals, hypodermic needles but training and protective equipment is given where appropriate.</p>
9.	<p>KNOWLEDGE & SKILLS Previous substantial experience within a FM / Site / Building environment. Practical experience and knowledge of health & safety legislation and its application in a multi-user site. Ability to lead a small team and allocate work. Time management and communication skills. Able to cope with the physical demands and changing priorities of the post The post holder needs a good level of practical skills which may have been gained from a variety of sources e.g. working in a trade, previous FM experience etc. and experience of working in a multi-disciplinary role with a range of customers. These may include: buildings and grounds maintenance, I.T. to include FM software, spreadsheets, databases; safe use of ladders and platforms, manual handling techniques, fire safety measures, security issues (including re-programming alarms), safe use of power tools, boiler maintenance, locksmith techniques, cleaning and maintenance of floor coverings and use of specialist equipment; expert knowledge and skills when undertaking professional trade jobs e.g. plumbing, welding etc. COSHH issues, electrical safety, NYCC procurement / contractor lists / financial regulations, waste disposal procedures, Desirable – previous school site / FM experience. Desirable would be an IOSH Qualification in Managing Safely but support could be given for this if the postholder doesn't hold this.</p>

10.	<p>Position of Job in Organisation Structure</p> <pre>graph TD; SBM[SCHOOL BUSINESS MANAGER] <--> FM[FACILITIES MANAGER]; FM <--> FA[FACILITIES ASSISTANTS (2 posts)]; FM <--> SM[SITE MANAGER];</pre> <p>The diagram illustrates the organizational structure. At the top is the SCHOOL BUSINESS MANAGER. Below this position is the FACILITIES MANAGER, with the text in red. Two blue arrows point upwards from the FACILITIES ASSISTANTS (2 posts) and the SITE MANAGER to the FACILITIES MANAGER. Another blue arrow points upwards from the FACILITIES MANAGER to the SCHOOL BUSINESS MANAGER.</p>