

## **JOB DESCRIPTION – SITE AND FACILITIES MANAGER**

**Job Title: Site and Facilities Manager**

**Grade: PO2**

**Hours: 36 hours x 52 weeks per annum**

**Line Manager: School Business Manager**

### **Main Objectives:**

- To support the Co-Headteachers in implementing the School Improvement Plan.
- To participate in and manage the Site Team ensuring operational efficiency.
- To be responsible for the security and day to day maintenance of the whole school site in order to provide a safe, secure and healthy environment for students, staff, parents, visitors and other users.
- To ensure the school complies with all current legislation relating to site safety and management.
- To achieve the most efficient and economic use of the school premises, facilities, plant, equipment and materials.
- To maximise opportunities to identify and reduce the use of natural resources and the school's carbon footprint.
- To maintain accurate records as required.

### **Main duties and responsibilities:**

#### **SECURITY**

(1) To keep under review the security of the premises, ensuring adequate security at all times. Ensure proper and regular patrols are undertaken and that alarms are properly maintained, used, reset as necessary and regularly tested.

(2) To advise the School Business Manager (SBM) on all aspects of site security, including making recommendations on improvements or alterations to lighting, entrances/exits, arrangements both for the welcoming of visitors and aimed at deterring intruders in order to ensure a safe environment.

(3) To act as one of the main keyholders of the site, registered as such with the relevant emergency and other services.

(4) To be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft, fire, flood and other emergency.

(5) To ensure that access to keys and the site is given only to authorised persons.

(6) To ensure that all windows, doors and gates are opened and closed at appropriate times as specified by the Co-Headteachers/SBM.

#### **HEALTH AND SAFETY**

(7) To liaise with the Health and Safety Adviser, local police and fire brigade on all aspects of site security and fire safety, informing SBM of any premises-related health and safety issue requiring attention and document accordingly.

(8) Initiate the necessary procedures quickly and accurately relating to the emergency services eg Police, Fire, Gas, Electricity and Water Boards.

(9) As the designated Fire and Security Officer, ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures regularly reviewed and updated as necessary.

(10) To take responsibility for arranging the maintenance of emergency equipment eg fire extinguishers, the proper storage and use of any harmful machinery or toxic materials and maintaining appropriate records.

(11) To ensure the safe and efficient operation and documentation of all mechanical, electrical and heating services on the site reporting issues to SBM and contacting approved contractors, as appropriate.

(12) To monitor and take appropriate action to ensure proper and safe levels of heating, lighting and ventilation; identifying where improvements can be made to increase energy efficiency.

(13) As a member of the Health and Safety Committee, support all Health and Safety training initiatives.

## **SITE MAINTENANCE**

(14) In conjunction with the SBM, develop a planned maintenance programme for the site.

(15) Liaise with contractors and be their main point of contact on site, ensuring that all health and safety requirements are met and to monitor their performance and inspect completed work.

(16) To take day to day responsibility for identifying the need for minor and major repairs and maintenance of the site, identifying potential hazards or building-related defects and for recommending action to be taken to remedy these; including obtaining lists of suitable contractors and estimates of potential costs involved.

(17) Be aware of the location of essential services including water isolation valves, fire points, drainage systems and gas and power supplies. Maintain a detailed plan showing the location of these.

(18) To undertake regular health and safety risk assessments of the premises, making appropriate recommendations for change or improvement to the SBM, as necessary.

(19) To liaise with contractors advising the SBM of any error or omissions to ensure that work is signed off only when the full contract specification has been achieved, submitting written reports when required.

(20) To contribute to the review of on-going contracts as required.

(21) To deal with service contracts eg pest control in order to ensure that work is signed off only when it has been completed in full and to the satisfactory standard, advising the SBM of any error or omission.

(22) Ensure the school grounds are maintained to a high standard including all lawns and beds; and that grounds are litter free. Where required, liaise with external contractors to ensure cost-effective schedules.

(23) To undertake minor repairs and redecoration as required, in accordance with agreed guidelines, using appropriate tools and equipment.

(24) To maintain appropriate records for maintenance and repairs, ordering of stock and equipment, incidents and accidents involving health and safety or security of the site and recording visits to the establishment by authorised persons.

(25) Maximise opportunities to identify and reduce use of natural resources thereby reducing the school's carbon footprint.

(26) Manage site responsibilities within agreed budget.

(27) Within the responsibilities and budget delegated, to be responsible for the ordering of materials and equipment required for effective site management, checking of invoices, monitoring expenditure, preparing and checking estimates and regular stocktaking.

(28) To contribute to reports for the SBM on premises-related issues and expenditure.

(29) Attend regular meeting including weekly site review with SBM.

(30) Liaise with Finance Team on all matters relating to lettings – keeping records of times, costs and issues.

(31) Ensure effective lettings, that clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure

## **CLEANING**

(32) To ensure the proper cleaning of the site and premises, either by direct allocation and supervision of cleaning staff or by monitoring the performance of contract staff against a contract specification and highlight areas of concern.

(33) To ensure that school/site playgrounds/car-parks and grounds are cleaned and maintained to a high standard, including removing fallen leaves, litter, other debris and hazards and arranging for efficient refuse collection from the site.

(34) Manage and undertake cleaning as required, including dealing with slippery floors, floods, spillages, bodily fluids and planned annual cleaning programmes.

## **PORTERING**

(35) To be responsible for ensuring the removal and portering of furniture and deliveries within the school/site, moving items with regard to health and safety guidelines on manual handling.

## **TRANSPORT**

(36) Responsible for managing all aspects of repair, maintenance, tax and record-keeping relating to the school vehicles to ensure they are carried out to the required standard and in a timely manner.

(37) Drive the school minibus when required, subject to the provision of appropriate training.

## **LINE MANAGEMENT AND TEAM**

- To manage the work of the Site Team, supervising and monitoring work as necessary to ensure the highest standard of performance is maintained; carrying out on the job training as necessary.
- Together with Line Manager, undertake annual appraisals and act on findings.

## **OTHER DUTIES**

- Undertake all duties as required consistent with the objectives and/or duties of the post as delegated by the School Business Manager.
- Undertake training and development relevant to the post and in line with the school's developing profile
- To participate in reciprocal skills transfer as part of the on-going development of a flexible team
- Assist with the induction of new members of the Site Team
- Support your Line Manager and colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- Implement the Local Authority's and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
- Support the school's commitment to safeguarding and promoting the welfare of children in school
- Be familiar with and ensure compliance with all relevant Council and legislative requirements, as appropriate
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time
- Promote the image of the school at all times
- Contribute to the overall ethos, work and aims of the school

This post is based on 36 hours x 52 weeks per annum. The post holder will, however, be required to be flexible and, if necessary, undertake any such reasonable hours as may be required to meet school needs.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Signed:**

**Dated:**