



St Joseph's Roman Catholic High School

Job Description **Facilities Manager** Grade G points 23-27

School Mission Statement

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve
beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Job Title	FACILITIES MANAGER
Grade	GRADE G SCP 23 -27
Hours of Work	37 HOURS PER WEEK FULL YEAR
Primary Purpose of the Job	To be responsible for/manage the planning, development and monitoring of site team services across the school site. Management of staff, including the commissioning and delegation of relevant activities. Ensure that the site team provide a safe, secure and maintained environment across the school, its site and its external perimeters in order to portray an excellent image which enhances the reputation of the school and complies with all legal requirements in relation to health, safety, security and the environment.
Responsible to	Business Manager
Responsible for	Site Management Team including lead cleaner and cleaning staff.
Principal Responsibilities	Responsibility for the repair, maintenance, grounds and cleaning of all site, to meet the required specification as laid down by the Head Teacher/ Governors. The post holder will be required to undertake repairs/maintenance duties as and when required.

MAIN DUTIES	
1.	<p>Catholic Ethos</p> <ul style="list-style-type: none"> ▪ To actively support, enhance and develop the Catholic ethos of our school
1.	<p>Organisation / Administration</p> <ul style="list-style-type: none"> ▪ Be responsible for the planning, development, design, organisation and monitoring of site team services including the development of appropriate policies/procedures/systems to ensure the provision of a high quality service. ▪ Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information as required for Governing Body/Management review etc. ▪ Be responsible for the submission of relevant information to the Head Teacher, SLT, The Governing Body, the local authority and outside agencies. ▪ Commission contractors/systems/services as appropriate.
2	<p>To manage Health and Safety requirements affecting the site team/site and ensure regulations are adhered to:</p> <ul style="list-style-type: none"> ▪ To proactively oversee the maintenance and repair of the school buildings, grounds and cleaning and the system of weekly checks ensuring that all issues are attended to promptly and efficiently. ▪ To complete building report documentation identifying general maintenance repairs relating to fire, security, health and safety. ▪ To ensure all repairs and maintenance contracts are reviewed in line with the school's Best Value policy ▪ To assist in ensuring that the legal provisions relating to Health, Safety and Welfare at work are properly adhered to, including the safe storage of any flammable/toxic substances on site in conjunction with COSHH and Fire Precautions regulations and ensure that all equipment is PAT Tested

MAIN DUTIES

- Maintain appropriate records to support the school in meeting responsibilities associated with audits of site management including management of health and safety responsibilities. He/she will be responsible for carrying out all necessary health and safety checks and maintaining proper records of the checks.
- To liaise with and ensure all contractors and site staff undertaking work at the school fully comply with the school's safeguarding policy, schools security, health, safety and fire procedures at all times.
- Opening and locking of buildings when required, maintaining site security and safety at all times and respond to emergency call-outs in the event of fire, damage, burglary, floods etc in accordance with agreed procedures.
- Ensure that access and egress to site is maintained to minimise health and safety risks to acceptable levels and maintain access to site for emergency services.

3

Manage the site management team taking responsibility for:

- Direct line management responsibilities including:
 - Management/performance review/training of site staff where appropriate.
 - Represent site staff at relevant meetings.
 - Hold regular team meetings with the site team and cleaning supervisor.
 - Recruitment/ induction/ performance review/mentoring.
- Supervising the Assistant Facilities Manager and team ensuring that site management issues are dealt with efficiently and quickly.
- Liaising with the Cleaning Manager, ensuring that the team implement and maintain the cleaning specification for each building responding to site needs as and when required.
- Design an agreed plan of preventative maintenance during term and non term periods, monitoring its implementation.
- Ensure that all staff operate a safe system of work at all times.
- Adhere to school policies and procedures in relation to annual leave, sickness, training and development.
- Be responsible for the development of the site team to support the schools improvement plan.
- Be responsible for ensuring that all staff are trained at induction, and periodically as required for fire, security, health and safety, maintenance issues and school policies and procedures.
- Ensure that cleaning/grounds equipment/materials and records are maintained.
- Be responsible for allocating shifts and reviewing annual leave across the team to meet the site demands.

4

Manage general site and caretaking duties as shown below:

- To undertake and ensure that the site team undertake general routine repairs, alterations, painting, replacement and maintenance duties of buildings, fixtures, fittings and furniture responding to staff in a speedy and efficient manner.
- Monitor jobs undertaken, ensuring a quality service is delivered.
- Manage and plan for substantial repairs and refurbishments with the Business Manager.
- Carry out specific monitoring of all areas of school, ensuring that consistent and efficient service delivery is maintained and take appropriate actions to rectify failures.

MAIN DUTIES	
	<ul style="list-style-type: none"> ▪ Respond to and ensure that the team respond to the needs of the school in relation to events in a quick and efficient manner. ▪ Responsibility for monitoring efficient heating and lighting of the site, which includes checking and promotion of best practice in energy conservation throughout the school, operating the central heating plan and dealing with any required repairs. ▪ To assist the Governors and Head Teacher in maintaining good and orderly conduct throughout the School. ▪ Report concerns affecting the reputation of the school or potential failure to meet standards or project deadlines to the Business Manager/Head Teacher
5	<p>Service and Staff Development</p> <ul style="list-style-type: none"> ▪ To review and maintain appropriate records – files, works, orders, vandal reports, incidents, equipment services and inventories. ▪ To assist and contribute to the examination and improvement of methods, procedures and initiatives adopted by the department/school. ▪ To attend meetings with the Head Teacher/Governors to address issues pertaining to the job as necessary. ▪ To take part in the school’s staff development programme by participating in arrangements for further training and key support staff professional development and review process. ▪ To work as a member of the designated team and to contribute positively to effective working relations within the school.
6	<p>Quality Assurance:</p> <ul style="list-style-type: none"> ▪ To help implement the school’s quality procedures and to adhere to these. ▪ To contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria.
7	<p>Management of resources</p> <ul style="list-style-type: none"> ▪ Identify the need for, select and manage resources. This will include the management of the repairs and maintenance budget in line with the schools spending plan ensuring the Assistant Facilities Manager and site team has access to a budget to deal with day to day repairs. ▪ To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the school and its students. ▪ Maintain inventory, order from stock such materials as are necessary to maintain the agreed stock levels of supplies for cleaning and maintenance. ▪ To promote and monitor working practices within the school. ▪ Be responsible for the appropriate deployment of staff, including recruitment as appropriate. ▪ Interpret matters of policy/procedure/statute to ensure the schools compliance and initiate appropriate action arising. ▪ Identify the need for, and be responsible for securing appropriate licences and insurance. ▪ Develop work specifications and manage service contracts as appropriate.
8.	<p>Students</p> <p>To communicate and consult with staff and students in a polite and courteous manner.</p>
9.	<p>To carry out duties in the most effective, efficient and economic manner available.</p>

MAIN DUTIES	
10.	Fire Warden Duties as appropriate
11	To present a tidy appearance by wearing the maintenance uniform provided by the school and ensuring that it is both clean and worn appropriately, and by behaving in manner which is in keeping with the school ethos whilst being recognisable as an employee of the school even outside the school buildings, i.e. when in uniform.
14	To support the school's mission statement, values and ethos.
15.	Other duties of general site management that may be reasonably requested by the Business Manager/Head Teacher to meet the needs of the school.

PERSON SPECIFICATION

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
SKILLS/KNOWLEDGE/COMPETENCY		
1.	Building trade experience in a specific area	Interview/Application form
2.	Evidence of practical application of joinery/plumbing/building skills in a working environment	Interview/Application form
3.	Well organised and able to prioritise tasks	Interview
4.	Ability to manage self and a team effectively	Interview/Application form
5	Effective use of ICT and other specialist equipment/resources	Interview/Application form
6.	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timescales.	Interview
7.	Experience of implementing directives including the Health and Safety at Work Act in a working environment relating to fire precautions, regulations and appropriate safety procedures	Interview/Application form
8.	Adaptable and self-motivated	Interview/Application form
9.	Literate and numerate	Interview/Application form
10.	Articulate, communicative with an outgoing pleasant manner.	Interview
11.	Able to negotiate, persuade and motivate others.	Interview
12	Managing multi task situations in a building environment.	Interview/Application form
13	Managing operational site issues in a building or school environment.	Interview/Application form
14	Experience involving working to deadlines or specific contract periods.	Interview/Application form
15	Working knowledge of site maintenance management at an equivalent organisation.	Interview/Application form
16	Wide general maintenance experience/skills.	Interview/Application form
17	Good working knowledge of Health and Safety Act	Interview/Application form
18	Management/review/training of people.	Interview/Application form

WORK RELATED CIRCUMSTANCES		
19.	Willingness to work in the evening and at weekend as required.	Interview/Application form
20	Flexible approach to tasks	Interview/Application form
21	Ability to cope with physical demands of the job e.g. lifting, carrying.	Interview/Application form Pre-employment medical
22	Good timekeeping.	Interview/Application form
23	Persuade and encourage safe working practices	Interview/Application form
24	Able to work in a busy school environment and relate effectively with children and adults.	Interview/Application form
25.	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	Interview/Application form

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
26	Previous experience of working in a school or college environment in terms of relevant site management functions.	Application form
27	Willingness to undertake appropriate training relevant to the needs of the individual and the department.	Interview/Application form
28	Achievements in the building trade or health and safety trade	Interview/Application form
Note to Applicants: Please try to show in your application form, how best you meet these requirements		

ORGANISATIONAL COMPETENCIES
<p>Valuing Diversity</p> <p>To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.</p>
<p>Caring for Customers</p> <p>To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting.</p>
<p>Developing Yourself and Supporting Others</p> <p>To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.</p>

Health and Safety To operate safely within the workplace with regard to Health and Safety legislation.
Confidentiality An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information.
Energy Efficiency To promote energy efficiency throughout the workplace and within own area of activity

Date Job Description Prepared/Updated

August 2016

Job Description Prepared By

A Moore