



Chapel Street Community Primary School
Job Description
Facilities Manager, Grade 7

The post holder will report to the Business Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To have overall responsibilities for cleaning, building maintenance, security and grounds maintenance across the school, both internally and externally

To be responsible for the effective management of: the building; grounds; facilities staff, contractors and associated resources.

To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to.

To be a member of the middle leadership team.

General duties

- To take a lead role on the development, implementation and monitoring of procedures/policies and systems as required.
- To provide organisational and advisory support to the Head Teacher, Governing Body and Business Manager as appropriate, on buildings, grounds and facilities issues.
- Carry out small repairs and DIY projects. Arrange larger repairs and obtain quotes from contractors.
- Take responsibility of the maintenance of grounds, building and cleaning tools and products, including arranging replacements and ensuring good stock levels.
- To effectively manage and monitor the budget and resources.
- To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems.
- To have overall responsibility for completion and submission of any information relating to building and facilities within the school.

Security

- To have overall responsibility for effective security within the school and its environment, including emergency call-outs as appropriate.
- Lock and unlock the premises as required, including out of hours when necessary.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.

Health and Safety

- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Business Manager.
- Provide safe access to the school in cold weather conditions.
- Make sure all members of the team follow health and safety procedures.
- Monitor the work of contractors, ensuring safe working practice and quality of work.
- To take responsibility to ensure statutory, best practice and routine checks are carried out and recorded for all areas of the premises, internally and externally.
- To have overall responsibility for the management of COSHH.
- To take responsibility for ensuring that any reported faults and incidents are recorded, monitored and resolved.
- To write, review and implement risk assessments.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas and other frequently used spaces on the school premises.
- Ensure a safe working and learning environment in accordance with relevant legislation

Line Management

- Manage the caretaking/cleaning team on a daily basis, to ensure the needs of the school are met.
- Ensure school terms and holidays are sufficiently covered with staffing.
- Delegate tasks appropriately to staff and ensure the smooth running of the team.
- Carry out performance management duties and make sure all staff in team have the relevant and required training.

Responsibilities

- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that caretaking/cleaning staff carry out their duties professionally and effectively

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Facilities Manager will be required to carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

For this job we are looking for:

- A good understanding of the management of building projects.
- A good understanding of Health and Safety requirements, including knowledge of COSHH.
- A good knowledge of propriety cleaning materials and equipment.
- A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems.
- Experience of the tendering process and preparation of specifications.
- Experience of designing and managing a rolling programme of maintenance.
- Experience of managing staff.
- Experience of managing a budget.
- Ability to keep accurate records.
- Effective and persuasive communicator both verbally and in writing.
- Preparedness to work unsocial hours if required.
- Willingness to abide by the City Council's and Governors various policies.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal Commitment to continuous service improvement.
- Commitment to safeguarding, equality, inclusion, confidentiality and wellbeing.

- Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure and Barring Services) check.