

## Hendon School



## Job Description

Post:	Facilities Manager
Reports to:	Headteacher
Grade/Salary	(SCP 25 - 30) Outer London, depending on experience
Manage:	Caretaker, cleaning staff supplier contracts e.g. catering & lettings, premises funding bids/ projects and school minibuses
Hours of employment:	36 hours per week, 52 week contract Full time (flexibility subject to discussion)

### Purpose of Job

- To act as Health and Safety Responsible Person for Hendon School and ensure that Health and Safety legislative compliance relating to people (staff, students and visitors) and property are met.
- To ensure all legislative and Hendon School premises policies (including tendering) are implemented correctly and efficiently.
- To effectively manage premises staff and suppliers to ensure a high quality environment in which learning can take place.
- To advise on strategic matters relating to the management of the premises in terms of its maintenance and refurbishment for the future in accordance with the premises masterplan, update and contribute to the master plan..
- To effectively coordinate site services to ensure the smooth running of the School. This include site security, managing the catering & utilities contracts and introducing and operating a premises job management system.
- To promote the efficient use of the academy assets, and to co-ordinate services to meet the full requirements of the School. This includes ensuring close teamwork between the teams handling premises, cleaning and lettings functions. It also includes ensuring teamwork between building project suppliers and the premises function.

## **Duties and Responsibilities:**

### **1 Health and Safety**

- Ensure that all policies and procedures related to health and safety (H&S) are relevant, complied with and regularly reviewed.
- Ensure that the School buildings meet H&S standards and that facilities comply with central and local government legislation.
- Provide advice and guidance to managers and staff on H&S matters.
- Prepare papers for the H&S Committee and ensure actions from meetings are completed.
- Prepare H&S information for the Finance & General Purposes Committee, as directed.
- Carry out risk assessments as needed (preparation and review) for key risks such as asbestos, water quality, accidents & electrical safety and ensure actions are implemented. Link significant risks to the School Risk Register.
- Maintain a record of COSHH assessments and monitor hazardous substances being brought into the School (new types of hazards or existing).
- Carry out termly inspections of the buildings and grounds. Report findings & recommendations to the Headteachers.
- Investigate accidents and incidents/near misses and prepare reports as required. Assess and respond to H&S Executive instructions.
- Play an active role in fire evacuation duties.
- Contribute to the critical incident and disaster recovery plan
- Key Liaison Officer for Bouygues, Health and Safety compliance company

### **2. Capital Works and Specific Projects**

- Act as project leader for all capital building and grounds works. Act as the School representative at any premises contractor meetings and report back as necessary. Ensure work completed by premises contractors is completed satisfactorily and follow up on any issues.
- Ensure building works and maintenance is carried out by contractors on time and within budget.
- Prepare report information for governors and the senior leadership team to make recommendations, or seek approval for any proposed building or refurbishment projects.
- Prepare or work with external bid-writers on premises bids, to deliver significant premises improvements.
- Oversee the tendering process for all capital and supply contracts.
- Maintain and update a FiveYear Plan for Premises spending and contribute in a significant way in the longer term Premises Plans for the School.
- Maintain the premises job management system and ensure regular updates and summary reporting.
- Undertake specific related-projects which could include:
  - forward planning exercises
  - Investigations into energy saving and efficiency measures
  - improved service delivery options
  - budgetary savings and value-for-money exercises

### **3. Premises, Security & Management**

- Ensure that effective systems are in place to ensure site security and safety.

- Act as the principal point of contact for contractual issues with regard to premises-related contracts such as those for grounds maintenance, plant maintenance, alarm and door access. Manage the annual premises operating budgets
- Be an after-hours contact person for the alarm security company to liaise with.
- Ensure that the School has all relevant premises-related insurance cover and up to date legal documentation (certifications).
- Arrange regular meetings with School leadership to discuss performance and any matters of concern.
- Investigate any breaches of physical security. Recommend ways of making improvements and act as adviser to the governing body and senior management on security issues.
- Contribute relevant sections to the School Risk Register.
- On termination or expiration of a premises supplier contract, organise and manage the tendering process to make a new appointment, as appropriate.
- With the support of the line manager, prepare and regularly review a maintenance plan for the building and grounds. Create team work plans and rosters accordingly.
- Manage & maintain school minibuses

#### **4. Lettings**

- Work with the external provider (Schools Plus) on issues concerning lettings and Saturday Language School services. For example, cleaning provision in advance of afterhours lettings, or resident complaints.
- Be the after-hours contact person for Schools Plus to liaise with (security breaches).
- Co-ordinate with School's Plus regarding their client demand for afterhours space versus any inhouse requirements for out-of-hours use of the premises, especially in times of premises outages e.g. major water leaks or building site refurbishments.

#### **5. Catering**

- Be the principal point of contact for contractual compliance issues on a daily basis. Ensure that the catering company has all the necessary insurance and legal documentation relating to its Hendon School activities.
- Arrange regular meetings with the catering company management (currently Chartwell's) to discuss the service provided and to ensure the company is working to its agreed contractual service levels.
- Ensure that good health and safety standards are maintained, all risk assessments carried out and reviewed, and all hazardous substances stored are used in accordance with the COSHH regulations.
- Report to the Finance and Business Director on a monthly basis details of the income, expenditure and fees payable by the School, including the pupil premium money paid to the caterers.
- Investigate the viability of the School running its own catering services - these investigations should be made prior to any negotiation of a new catering contract. (The current contract is approximately half way through an 8 year term).
- On termination or expiration of the contract, organise and manage the tendering process to make a new appointment, ensuring the School receives value-for-money.

#### **6. Procurement and contract management**

- Calculate and compare costs for required goods or services to ensure best value for money for the School.
- Maintain a preferred list of premises service providers in active use.

- Comply with the finance and business manual on tendering, quotes and ensuring that orders are processed using the official ordering system.

## 7. Staff

- Coordinate and lead the people working within the premises function, including the site team, cleaners and contractors.
- Ensure the site staff work well on a daily basis with the cleaning team and Schools Plus staff.
- Arrange appropriate training for staff within the premises team.
- Use the School's Performance management Review (PMR) process to monitor and demonstrate achievement of agreed service levels and lead on improvement in staff performance. Update job descriptions as needed..
- Ensure the premises staff work well on a daily basis with the cleaning team and Schools Plus staff.

This job description is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the School, following appropriate consultation.

Signed .....

Name.....

.....

.....

Dated .....