



Academies Enterprise Trust

Job Description

Job Title: School Facilities Manager
Location: Richmond Park Academy
Hours of work: 14.8 hours per week, 52 weeks per year
Reports to: Principal/Operations Manager/Senior Leader

Overall Responsibilities:

The School Facilities Manager role is to ensure that their academies function safely and effectively on a daily basis. The role is key to ensuring that school facilities are available and fit for purpose at all times.

As School Facilities Manager, you will be responsible for ensuring that the site is clean and tidy, items are moved to the appropriate place, minor repairs are made and contractors are effectively monitored whilst on site.

All maintenance and repairs that require a contractor must be reported to the relevant Area Site Manager using the Help Call system on Tech Forge.

As a School Facilities Manager you are expected to set and maintain high professional standards at all times and promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities

Responsibility	Objective	Proportion
<p>Maintenance: Looking after the site, general duties and reporting maintenance issues to the Area Site Manager</p>	<ul style="list-style-type: none"> ● Ensure that the school premises are presented to a high standard at all times ● Be a principal key holder for your academies and attend emergency call outs as necessary ● Ensure litter bins are emptied as required and your academies are litter free ● Manage the building and grounds and undertake minor repairs and maintenance to fixtures and fittings, including desks, tables and chairs, and decoration ● Any work requiring the use of contractors must be reported as a Help Call on Technology Forge which will then become the responsibility of the Area Site 	



	<p>Manager.</p> <ul style="list-style-type: none">• Undertake physical work both indoors and outdoors, including: moving and lifting heavy objects, sweeping playgrounds, non routine cleaning, gardening (weeding) and setting up for curricular and non-curricular academy events, community use and other events as required• Synchronise clocks, time switches etc., as required• Respond to all requests received in an appropriate and professional manner.• Ensure delivery notes are passed to the appropriate person, as well as ensuring items are moved to the appropriate place in a timely manner• In coordination with the Area Site Manager, guide, monitor and support contractors carrying out planned maintenance and other works on site	60%
<p>Compliance: Ensuring the site is compliant with legislation and checks are carried out</p>	<ul style="list-style-type: none">• Ensure compliance with relevant health and safety regulations making sure health and safety risk assessments and safe working procedures are in place and followed. Where unsure seek advice from AET central Health and Safety Coordinator.• Be responsible for your academies security, including the opening and closing of the academies on a daily basis, including evenings, weekends and public holidays• Carry out daily and weekly in-house statutory checks as required by the Daily/Weekly Inspection schedule.• Ensure all tests are logged and recorded using the Trust's processes• Ensure the intruder alarm system is always activated and the buildings are not left unsecured. Report any issues using the Help Call system on Technology Forge• Ensure all entry points, including gates, doors, windows and other security measures are working effectively and that any security issues are reported to your manager.• Understand how the fire alarm works and carry out fire alarm tests as laid down in the inspection schedule	30%
<p>Health and Safety - of self and all staff and</p>	<ul style="list-style-type: none">• Ensure that you follow the Trust's Health & Safety policy at all times• Ensure all health and safety related training is carried	



students	out as required <ul style="list-style-type: none">● Follow safe systems of work, and have a working knowledge of relevant risk assessments and method statements● Ensure all safeguarding procedures are adhered to and any issues are reported to the designated person within your academies● Report any Health and Safety issues to your manager and/or the Health and Safety Coordinator	10%
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Key Interfaces

Interfaces across the Leadership Team and Trust functions are critical to the COO's success. The following is indicative as opposed to exhaustive, but highlights this criticality:

Interface with Principal/Operations Manager/Senior Leader:

- Take instructions on day to day requirements of the school that require your involvement
- Provide feedback on inspections that have been carried out, including any that haven't and why.
- Feedback any breakdowns or issues that you have raised with Estates
- Discuss any work that you have carried out and may need doing in the future

Interface with the Area Site Manager:

- Area Site Manager will inform you of any contractors that are attending site
- Area Site Manager will provide technical support in your role
- You will contact the Area Site Manager for any issues relating to the breakdown of equipment or defect with the building, reporting these matters on a Help Call in the Technology Forge system
- Area Site Manager will discuss any capital works that are planned for the site

Other

- The School Facilities Manager is responsible and accountable for safely carrying out day-to-day operational tasks at academy sites. You are responsible for the safety of yourself and others and must not carry out any tasks, for which you do not have suitable competence having the necessary experience and/or qualifications and training. Under no circumstances must you carry out any electrical work on site.
- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are used
- To carry out other reasonable tasks, as directed by your manager and academy senior leaders, including carrying out some or all of the above duties at other academies within the area



Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: School Facilities Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE maths and English - Grades 9-4 or A to C or willingness to work towards Functional Skills Level 2 	<ul style="list-style-type: none"> Facilities Services Operative Level 2 or willingness to work towards
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Experience of premises management, building cleaning or building management Basic IT skills Good DIY skills and Knowledge Knowledge of security systems 	<ul style="list-style-type: none"> Understanding through experience or qualification of health and safety Taken responsibility for security of a building Knowledge of Health and Safety
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> N/A - no direct line management responsibilities 	<ul style="list-style-type: none"> N/A
	Forward and strategic planning	<ul style="list-style-type: none"> N/A - no budget handling responsibilities 	<ul style="list-style-type: none"> N/A
	Abilities	<ul style="list-style-type: none"> Ability to prioritise and manage time to meet customer requirements To be able to carry out general repairs Ability to lift and carry items Ability to follow and comply with instructions on equipment and/or materials usage Willingness to work as 	<ul style="list-style-type: none"> Use of commercial site maintenance equipment and tools



		<ul style="list-style-type: none">part of a team• Ability to work to deadlines• Ability to manage own work effectively• Able to use your own initiative• Ability to carry out health and safety checks, implement corrective measures and maintain relevant records	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• N/A	N/A
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own	



		personal development along with a positive attitude towards legislative developments and the provision of equitable services	
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