

Job description

Job title:	School Facilities Manager
Responsible to:	School Operations Manager
Responsible for:	NA
Location:	Lift Cottingley
Hours of work:	37 hours per week, 52.14 weeks per year
Salary:	SCP 12 - 17

Overview of the role:

The role of the School Facilities Manager is to ensure that the school functions 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. The School Facilities Manager is 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.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Caretaking

- Ensure that the school premises are presented to a high standard at all times.
- Ensure litter bins are emptied as required and your school is litter free.
- Be a principal key holder for the school, attending emergency call outs as necessary.
- 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.
- Ensure delivery notes are passed to the appropriate person, as well as ensuring items are moved to the appropriate place in a timely manner.
- Synchronise clocks, time switches etc., as required.

Maintenance

- Manage the building and grounds, and undertake minor repairs and maintenance to fixtures and fittings, including desks, tables and chairs, and decoration.
- Report any major maintenance issues or work that requires the use of contractors on Expansive FM (which will then become the responsibility of the Area Site Manager).
- In coordination with the Area Site Manager, guide, monitor and support contractors carrying out planned maintenance and other works on site.
- ***All projects, maintenance and repairs that require a contractor must be reported to the relevant Area Site Manager using the Works Request system on Expansive FM***

Compliance

- 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 the Lift Schools central Health & Safety Manager.
- Be responsible for the school's security; this will involve the opening and closing of the school on a daily basis, and where required, on evenings, weekends, and bank holidays.
- Carry out daily and weekly in-house statutory checks as required by the Daily/Weekly Inspection schedule. Report any issues to the School Operations Manager and Area Site Manager
- 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, and report any issues on Expansive FM.
- 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 out in the inspection schedule.

Health & Safety

- Fulfil all health and safety related training.
- 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 school.
- Report any Health and Safety issues to your manager and/or the Health & Safety Manager.
- Provide feedback on inspections that have been carried out, including any that haven't and why.

The School Facilities Manager is responsible and accountable for safely carrying out day-to-day operational tasks at school sites. They are responsible for the safety of themselves and others. They must not carry out any tasks for which they do not have the relevant experience, competence, qualifications, or training. Under no circumstances should they carry out electrical work on site.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, 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, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, 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.

Person specification

Qualifications and experience

Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.
- Experience of premises management, building cleaning or building management.
- Knowledge of security systems.
- Knowledge of Health & Safety procedures and COSHH regulations.

Desirable

- Facilities Services Operative Level 2 or willingness to work towards.
- Health & Safety qualification.

Knowledge and skills

Essential

- Basic IT skills.
- Good DIY skills.
- Ability to carry out general repairs.
- Ability to lift and carry items.
- Ability to follow and comply with instructions on equipment and/or materials usage.
- Ability to carry out health and safety checks, implement corrective measures and maintain relevant records.

Desirable

- IT literacy with Google Workspace.
- Use of commercial site maintenance equipment and tools.

Leadership skills

Essential

- Ability to prioritise tasks and manage own time to meet school requirements.
- Ability to communicate clearly with multiple different stakeholders.

Desirable

- NA

Personal attributes and behaviours

Essential

- Willingness to work as part of a team.
- Ability to manage own work effectively.
- Ability to work to deadlines.
- Ability to use your initiative to solve problems.

Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
 - Share ideas early, often and honestly
 - Embrace constructive disagreement
 - Value ideas, not ego
 - Be curious and open to new ideas
 - Focus on facts and reason

Special requirements

- 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.