



FACILITIES MANAGER - JOB DESCRIPTION

The Delta Education Trust's vision is ***"Learning together in pursuit of happiness"***. This means we really care whether pupils love or hate their learning, so we work hard to create a space where pupils learn together to become knowledgeable, self-aware, independent, and happy people who make a positive difference, wherever life takes them.

We are looking for an enthusiastic Facilities Manager to expand our team and share our vision.

Job Title:	Facilities Manager
Area:	Dorset and surrounding area
Hours:	Full time – all year round
Salary Grade:	Salary range Grade I - Salary Range £37,930 - £41,627
Location:	Trust schools within the Dorset area. There may be travel to other Trust schools as required. The postholder must possess a full driving licence and have use of a vehicle for business purposes and appropriate insurance.
Responsible to:	Trust Operations and Compliance Lead.
Responsible for:	<p>The Facilities Manager is responsible for, in accordance with Delta Education Trust policies and procedures:</p> <ul style="list-style-type: none"> *Overall responsibility for maintenance of premises management tool (Every) *Compliance, including H&S compliance *Management of Premises Team and their training requirements *Supporting facilities related procurement *Supporting Capital bid delivery and management *Management of Trust vehicles leases and oversee the vehicle maintenance programme *Support school staff in relation to lettings and income generation opportunities
Contract Type	Permanent

Purpose of the post

To provide the overall strategic and operational leadership and management of the school's facilities ensuring a high quality to the delivery of services working within the context of the Delta Education Trust. The Facilities Manager will be responsible for the operational and facilities aspects of the schools and play a pivotal role in ensuring that the schools continue to provide an excellent education to its pupils. The Facilities Manager will work closely with the Trust central services team to develop and ensure consistent, effective practice in all aspects of school operations.

Key responsibilities

The Facilities Manager has responsibility for managing the strategy and operation of the school's site services, health and safety, premises development and compliance. These require a high level of planning, implementation, monitoring, reporting and evaluation to ensure that the school provides excellent value for money to the community it serves. The post holder will have significant responsibilities and accountability. They are also responsible for ensuring that the school's operations are aligned with Delta Education Trust's objectives, systems, and processes.

Strategic direction and development

- Report to strategic leaders within the Trust and schools, such as governors, and attend meetings where required.
- Lead the development of a strategic premises/facilities development plan, working in collaboration with the senior management team and central services team.
- Integrate short term repairs and maintenance needs with longer strategic improvement to facilities.
- Develop a catalogue of template risk assessments.
- Oversee and manage the premises log book for each school site.
- Oversight to ensure all policies and procedure are in place and reviewed accordingly.
- Be responsible for line-managing premises staff.
- Take all decisions in line with the vision and values of the school and the Trust and encourage others to do the same.
- To support the development and growth of the Trust, including supporting the due diligence process of new joiners where appropriate.

Leadership and Management

The post holder will have specific line management responsibility of premises staff.

Specifically, the post holder will:

- Lead others to ensure that all the manpower and resources of the cleaning, and premises departments are used as one efficient team.
- Lead on the implementation of the facilities operational elements of the Trust and School's strategic plans.
- Support the school site team in exercising strong budgetary control, forecasting and planning including maintenance for the school and its facilities and individual projects.
- Create an operating structure which enables a strong focus on service excellence, delivery, and value for money.
- Maintain essential services establishing cost effective procurement, maximum efficiency and value for money.
- Ensure that the Trust's and school's policies are adhered to, including the Trust policies and procedures.
- Ensure that records are kept in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Ensure that the school's compliance with statutory obligations are met.
- Ensure the School's Risk Assessment register is in place and reviewed accordingly.
- Review the matrix on the compliance system to ensure all tasks are completed with the appropriate evidence within the required frequency.

- Advise others on the relevant legal, regulatory and ethical requirements.

Domestic services

- Monitor cleaning standards and ensure consistency across schools.
- Ensure the school's use of products is compliant for safe usage and that all cleaners are COSHH trained, and equipment trained.
- Oversee the care of domestic equipment, furniture, furnishings and maintenance of the school, establishing a plan for repairs, renovations, refurbishments and replacements. This will require close consultation with the School Operations/Business Manager.

Premises/Facilities

- Oversight of all premises ensuring they comply with health and safety and disability regulation and educational needs.
- Work closely with the facilities team to organise and manage workloads and performance and seek feedback for work improvement options.
- Ensure the School's facilities are maintained to a good, safe and secure standard, making proactive and costed recommendations for the school's improvement.
- Manage on all areas of Health and Safety ensuring maintenance of all records relating to the premises to the standard required by the HSE directive and that all necessary controls are in place and documented.
- Comply with all statutory and regulatory requirements.
- Assist the School Operations/Business Manager with the planning and costing of future refurbishments and building works.
- Meeting with external contractors, project managing the works ensuring they are completed on time and to budget.
- Undertake relevant training and study as required in order to keep up to date with relevant legislation and developments.

Transport

- Oversee the school vehicles and transport fleet, ensuring they are maintained, have valid insurance, MOT, tax and full-service checks when required.
- Ensuring health and safety requirements are met.
- Work on a strategy to ensure best use of Transport for the schools ensuring value for money.

Events and Commercial Activities

- Support the School Operations/Business Manager with school events and external lettings to ensure they are appropriately managed including planning, caretaking, security, and cleaning requirements.
- Support the School Operations/Business Manager to maximise income from lettings of the facilities along with the development of external services.

General Duties:

- This job description is illustrative and may be amended in discussion between the post holder and Trust Management.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Supporting other schools within the Trust on occasions may be required as necessary.

General responsibilities:

- Comply with, and assist with the development of, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/ work/ aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

PERSON SPECIFICATION

Job Title: Facilities Manager	School: Dorset and surrounding area
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Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience of building maintenance• Project management• Experience of managing and leading teams• Experience of budget management, procurement, and cost control• Previous experience of buildings and asset management/legislation• Experience of emergency light testing	<ul style="list-style-type: none">• Experience of working in one of the following settings:<ul style="list-style-type: none">- School – primary / secondary/ PRU- College- Housing Association
Qualifications and skills	<ul style="list-style-type: none">• Basic, building, plumbing, electrical and carpentry skills• NEBOSH general certificate• A good level of written English and numeracy• Computer and systems literate• High level of accuracy and attention to detail• Ability to assimilate information.• Good organisational and communication skills• Ability to work under own initiative.• Good numeracy and analytical skills• Ability to handle confidential information with discretion.• Excellent team and people skills• Able to work effectively in a busy school environment	<ul style="list-style-type: none">• Degree level• GCSE grade C in English and Mathematics, or equivalent qualifications or relevant experience• Working at Height certificate• Manual Handling certificate

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • An understanding of building maintenance requirements • Knowledge of managing minor capital works from start to finish. • Knowledge of managing a multidisciplinary team. • Knowledge of financial management systems and processes • Knowledge of Microsoft Office suite • Competent in data entry/analysis and reporting requirements. • Knowledge of various Management systems • COSHH regulations and assessments • Water Regulations (ACOP8) and practical application • Fire Regulations knowledge • Knowledge of Asbestos management • Intruder alarm system knowledge 	
Attitude / Motivation	<ul style="list-style-type: none"> • Self-motivated • Team player • Good analytical and interpersonal skills 	

Criteria	Essential	Desirable
Other factors	<ul style="list-style-type: none"> • Own transport / driving licence. • A willingness to deal with emergencies at school beyond regular hours (including in rare instances at night) • A willingness to travel to and support other Trust schools when needed • Commitment to Equal Opportunities • Ability to manage and prioritise a busy workload. • Willingness to work flexibly and to support premises functions in times of high workload / absence. • Commitment to Safeguarding and Equal Opportunities • Enhanced DBS check 	