# THE LONDONORATORYSCHOOL

**FACILITIES MANAGER JOB DESCRIPTION**

(1st February 2021)

**OVERRIDING REQUIREMENTS**

Structure and Hours

The Facilities Management Team is overseen by the DFO and will be led by the Facilities Manager. In addition to the Site Care Manager, there are two schoolkeepers. Working as part of a team is extremely important. The School is very fortunate that the current schoolkeeping team currently works exceptionally well together.

The standard hours are 37.5 hours a week (excluding a one hour mid-day break each day). In termtime the three members of the estate management team work on a rota of shifts, rotating everyfortnight, so as to share evenly the early mornings and late evenings.

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| **Schoolkeeper 1**  | **Schoolkeeper 2**  | **Schoolkeeper 3** |
| Term time shift 6am – 3pm  | 9am – 6pm  | 11am – 8pm |

If there is an event at school in the evening, the person covering the third shift might start later toaccommodate a later finish. During school holidays, the school is usually open from 7am to 6pmand, taking into account annual leave, shifts are co-ordinated appropriately with one personopening up and another closing.

Overtime, at the standard hourly rate, may be payable for evening or weekend working but notwithout the prior consent of the DFO. The School is frequently open on Saturday morningsin term time and one of the

**Annual Leave**

The annual leave entitlement is 25 working days (excluding public and bank holidays), to be taken at times agreed by the Procurator and normally during school holidays. The holiday year starts on 1st September. Holiday entitlement increases to 27 days after five years’ service and 30 days after 10 years’ service.

**Skills**

The school is particularly interested in finding a candidate with background in all aspects of facilities management i.e. preventative and planned maintenance, contract management, project management, premises team management, asset management etc. The applicant will be familiar with carpentry, electrical or plumbing skills or a combination thereof. Candidates should have good communication skills, including oral, written and IT.

**Job title**

Facilities Manager

**Salary**

£33 – 36k per annum

**Responsible and Accountable to**

The DFO

**Terms of the engagement**

The appointment is subject to the provisions of the Handbook for Non-teaching Staff.Pension SchemeAll non-teaching staff are entitled to be members of the Local Government Pension Scheme. Moredetails are available from the DFO.

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| **PURPOSE OF THE POST**The Facilities Manager has responsibility for:The Facilities Manager shall manage the provision and delivery of all premises-related services, including the cleaning department. The Facilities Manager shall ensure that all duties are undertaken safely and provide a courteous, friendly and effective service.The allocation and priority relating to the work and responsibilities detailed within the schoolkeeper's job description shall be determined by the DFO. The Facilities Manager will be expected to undertake any reasonable duty or activity which may arise from any area of responsibility.The responsibilities set out below may be varied from time to time. The Facilities Manager will be paid for authorised overtime but will be expected to work additional hours to discharge these duties effectively. No additional payment will be made for unauthorised overtime or irregular hours.The Facilities Manager will be assisted by and be responsible for the management and day to day deployment of the schoolkeepers.The Facilities Manager is managed by and accountable to the DFO and the Headmaster. The appointment is subject to the *The London Oratory School Handbook for Non-Teaching Staff*.The duties, activities and functions for which the Facilities Manager will be responsible shallinclude the following:- |

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| **DUTIES AND RESPONSIBILITIES****Role Purpose*** To ensure outstanding, healthy and safe facilities and estate, supporting the delivery of the educational vision of the School
* To ensure that the estate meets the requirement of Good Estate Management, in accordance with the DfE’s Good Estate Management for Schools standards and stipulations

**General management of the premises*** implementing and advising the DFO and Headmaster on estate management issues to inform the overall estates strategy
* ensuring that planned preventative maintenance activities are undertaken to prevent facilities failure, building condition or equipment failure and in compliance with legal duties
* ensuring that reactive maintenance to unplanned issues, such as unexpected component failures, vandalism, and accidental damage are undertaken
* ensuringthat effective arrangements are made for cleaning, catering operations, heating, lighting and routine maintenance of the buildings, grounds and gardens;
* ensuringthat the school buildings and grounds are properly maintained and kept in good repair, through the speedy identification and anticipation of maintenance work and repairs; the prioritisation of maintenance works; the management of maintenance works; compliance with Health and safety laws in relation to maintenance. This includes (but I not exclusive to) boilers (and other gas installations and equipment), electrical fixed wiring equipment, water systems, fire and security systems, catering equipment, air conditioning systems, asbestos, lifts, local exhaust ventilation extraction systems and gym equipment
* ensuring the efficient and economic use of all heating, mechanical, air-conditioning, air-vent systems and electrical services;
* liaising with all contractors (including electricians, plumbers and builders) on petty and major works as necessary;
* managing the gardening, cleaning, window cleaning, landscaping, PATS testing and all other maintenance contract;
* making arrangements for the efficient and most cost effective disposal of waste and refuse, managing the refuse contract and ensuring that the area at the back of the house block is kept neat and tidy and clear of any obstruction;
* Managing delivery arrangements

**Management of staff*** Schedule operations meetings of school keepers (daily/weekly) and cleaning company (monthly) and attend Health and Safety committee and other meetings.
* overall responsibility for the deployment, management and supervision of the premises managementstaff[[1]](#endnote-1) and allocating particular duties to them in a manner consistent with their conditions of employment;
* drawing up and managing the Schoolkeepers’ roster, ensuring that at all times when the school is open, including at weekends, at least one member of staff is on duty;
* line managing the Schoolkeepers;
* making appropriate arrangements for cover in the event of the absence of staff;
* in consultation with the DFO, drafting and keeping under review job descriptions;
* participatinginthe recruitment, selection and appointmentofestate management staff;
* makingappropriatearrangements for in-servicetrainingforpremises management staff;
* ensuring that staff have access to advice and training appropriate to their needs, and that they receive information they need to carry out their duties effectively;
* ensuring that the highest standards of performance are established and maintained and that staff perform their duties in an effective and efficient manner;
* monitoring and providing information about the work and performance of the staff;
* ensuring that staff are aware of the provisions (and any amendment which might be made from time to time) of the School’s Handbook for Non-Teaching Staff and that the provisions of the Handbook are followed;
* supervising and participating in arrangements made in accordance with any policies of the Governing Body in respect of staff training, development, appraisal or induction.

**Finances and Resources*** keeping proper records in accordance with school policy and requirements;
* securing best value through a competitive tendering process when purchasing goods or services for the school.

**Security (*in conjunction with the Schoolkeepers*)*** ensuring that proper arrangements are made for the security and effective supervision of the school buildings and their contents and of the school grounds;
* ensuring that the security alarm, CCTV and any other security system or device are properly maintained and fully functional at all times;
* ensuring that proper procedures are in place and followed to secure the premises when the school is shut;
* ensuring that the premises, pupils, staff and visitors are secure whenever the school is open;
* without delay, reporting to the DFO any concerns regarding security;

**Maintenance of Minibus Fleet & School Vehicles(*in conjunction with the School Keepers*)*** ensuring that the school vehicles are maintained in good order and serviced in accordance with the requirements of any warranties or manufacturers’ recommendations;
* ensuring that the vehicles are properly taxed, insured and have breakdown cover;
* from time to time, reporting to the Health and Safety Committee on the state of the vehicles;

**Health & Safety*** reporting to the DFO on health and safety and fire safety compliance and management, policy development and its implementation;
* ensuring that the requirements of the governors' policy statement on Health & Safety at work are being implemented;
* ensuring the maintenance of a safe and healthy environment;
* ensuring that roads and pedestrian pathways are kept free of obstructions and hazards;
* ensuring that accidentsare reported and that accident reports are written; and,where appropriate, investigating and following up accidents or other incidents and taking any preventative action which may be required;
* making sure that all necessary measures have been taken to ensure fire safety including signage, extinguishers and alarms and that fire risk assessments are undertaken periodically and that any actions are implemented;
* ensuring that all COVID mitigations and precautions are in place;
* making sure that the school has systems in place to ensure water safety, in particular managing the regular water safety visits.

**Duties of Premises Staff*** + The Schoolkeepers have been allocated some specific duties but are responsible to the Facilities Manager. Amongst their duties are the following (this list is not exhaustive):

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| Boilers (servicing, managing breakdowns) (A&A etc) |  |
| CCTV (repairs, servicing) |  |
| Fire Alarm |  |
| Fire extinguishers  |  |
| Gates (repairs and servicing) |  |
| Intruder Alarm |  |
| Swimming Pool |  |
| Vehicles – Servicing, MOTs |  |
| Vehicles – Refuelling |  |
| Hygiene services (feminine hygiene, pest control, hand driers) |  |
| Keys (getting them cut etc) |  |
| Lift maintenance |  |
| Refuse and waste disposal (including Biffa, WALOR, H&F recycling and compactor lease contracts) |  |
| Windows (servicing of) |  |
| Monitoring of toilets and pathways |  |

**General*** participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials; and
* meeting with and reporting to the Health and Safety Committeeregularly;
* preparing analyses, profiles ofexpenditure, reports and returns as required; and
* undertaking such other duties and responsibilities as the Headmaster may reasonably direct from time to time.
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1. **Person Specification**

**Person Specification – Experience**

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| 3-5 years experience of working in a similar role in an Academy or Academy Trust with responsibility for building and equipment maintenance, team management and project management | Essential |
| Experience of managing staff  | Essential |
| Proven experience of managing all aspects of facilities management in an educational or similar environment | Desirable |
| Familiarity with building management systems, heating, lifts, health and safety systems, water treatment, swimming pool, pest control, air-conditioning, school bell system, intruder alarm, fire alarm systems etc. | Essential |

**Person Specification – Knowledge and Qualifications**

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| IOSH, NEBOSH or other qualification in health and safety, fire safety and first aid (or willing to undertake first aid training arranged by the School) | Essential |
| Level 3-5 professional qualification in building maintenance, facilities management or related building management trade including project management | Essential |
| Knowledge of planned and preventative maintenance scheduling of a public building | Essential |
| Full driving license with MIDAS training or willingness to undertake MIDAS training | Essential |

**Person Specification – Skills**

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| Planning and Project Management Skills | Essential |
| Financial Planning and Negotiating Skills with the ability to manage a budget | Essential |
| Ability to work effectively both in collaboration with other professionals/teams and also on own initiative | Essential |
| Ability to search for solutions to seemingly complex issues | Essential |
| Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external 3rd parties | Essential |
| Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines | Essential |
| Excellent IT skills including knowledge of Microsoft Office Excel and Word Essential Knowledge Base Knowledge of relevant health and safety requirements | Essential |

**Person Specification – Attitude**

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| Honesty and integrity | Essential |
| Professional and approachable attitude | Essential |
| Willingness to learn new skills | Essential |
| Self-motivated with a positive ‘can do’ approach to work | Essential |
| Reliable | Essential |
| Well Presented | Essential |
| Flexible over working hours according to the needs of the school | Essential |

 [↑](#endnote-ref-1)