



## **The Family of Learning Trust Job Description**

**Post Title: Trust Facilities Manager**

**Hours: 37 hours per week, all year round and to be available for emergency call out**

**Grade: SO2, points 32 to 34**

**Salary: £29, 055 to £30, 756 per annum (pay award pending)**

**Responsible to: Headteachers at each site /CEO / Trustees**

**Responsible for: Site maintenance staff, cleaning staff and any contractors on sites.**

**Disclosure level: The Family of Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's safeguarding policies, code of conduct for adults and managing allegations against staff procedures.**

### **Job Purpose**

To shape, lead and manage the Facilities Management function across the Multi Academy Trust (MAT). The MAT currently consists of two sites within Calderdale, Beech Hill Primary and Dean Field Primary School. You will be responsible for ensuring the security of all premises and contents of the Multi Academy Trust in accordance with agreed procedures and practices. You will establish and manage a proactive Health and Safety Service throughout the Multi Academy Trust. You will be responsible for the management of all staff within the facilities portfolio.

### **Main Duties and Responsibilities:**

#### **Service Provision**

1. As the designated 'competent person' for health and safety, to ensure that the relevant legislation and good practices are continually observed including carrying out regular health and safety checks.
2. To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
3. To promote and monitor safe working practices within the MAT and to provide regular reports to the Finance Director, SLT and Governors.

4. To contribute to the implementation of the MAT's Accommodation Strategy with specific responsibility for the management of a rolling programme of maintenance, redecoration, furniture renewal and relocation of functional areas.
5. To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising senior management on technical issues, financial and budgetary implications.
6. To obtain when necessary financial estimates relating to necessary work and advise senior management accordingly.
7. To be responsible for the oversight of staffing and security arrangements concerning lettings and events on sites.
8. To ensure that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
9. To ensure the security of MAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
10. To be responsible for the deployment and work of the Site Maintenance staff.
11. To plan and monitor the expenditure of the relevant allocated budgets.
12. To ensure that the MAT buildings and site are clean and accessible.
13. To be responsible for the MAT minibus fleet including maintenance and compliance with legal requirements.
14. To be the lead person coordinating major projects liaising with advisors, bid writers and contractors.
15. To ensure that teaching and other staff receive adequate support to meet educational and operational objectives

### **Service Development**

1. To actively monitor developments and changes in legislation in respect of health and safety requirements and take appropriate action as required.
2. To develop monitor and revise (when appropriate) documentation related to the areas of specific responsibility.
3. To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping.
4. To develop and manage a short, medium and long term programme of repairs and maintenance of the buildings and site facilities.
5. To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
6. To develop and monitor systems relating to minor maintenance/health and safety/accommodation/ resources requests from staff.
7. To establish, monitor and evaluate risk assessments within the areas of specific responsibility.

## **Staffing**

1. To manage effectively the duties of Site Maintenance staff in the areas of accommodation and resources, providing induction to new staff within the areas of responsibility.
2. To advise on staffing needs, design of job descriptions, person specifications, and participate in the recruitment of relevant staff.
3. To promote teamwork and to motivate staff to ensure effective working relationships.
4. To coordinate the activities of First Aiders and retain appropriate records.
5. To participate in the MAT's Professional Development Review process both in terms of self and other staff as appropriate.

## **Quality Assurance**

1. To ensure the effective operation of quality control systems in the areas of specific responsibility.
2. To ensure that site works/services, including cleaning undertaken on behalf of the MAT meet the necessary quality standards and performance criteria and to seek modification, improvement or redress where required.
3. To collect, monitor and evaluate the areas of specific responsibility against quality standards and performance indicators and implement modifications and improvements as required.

## **Management Information and Administration**

1. To ensure the maintenance of accurate and up-to-date information/records relating to the areas of specific responsibility.
2. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines when necessary and reviewing progress on action taken.
3. To provide/present relevant management information concerning premises and Health and Safety for individual Academy and external purposes.
4. To retain and monitor a central file for all MAT risk assessments

## **Communications**

1. To ensure that all persons in the MAT (staff, students, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided.
2. To disseminate information to staff relating to the areas of specific responsibility in accordance with individual Academy policy.
3. To liaise with external agencies as appropriate in respect of areas of specific responsibility and prepare relevant documentation for them on behalf of the MAT.
4. To attend various LGB resources meetings and Board meetings when required.
5. To attend meetings both internal and external related to areas of responsibility.
6. To be available during out of hours for emergency contact.

**Marketing and Liaison**

- 1. To ensure that facilities/premises are maintained to a high standard.
- 2. To assist in promoting a welcoming environment to staff, students, visitors.

**Management of Resources**

- 1. To manage the available resources of staff, space, budgets and equipment efficiently and in accordance with the MAT's Financial Regulations and other policies as appropriate.
- 2. To ensure that best practice in energy conservation in the use of heating, light, water etc. is developed and maintained.
- 3. To purchase resources in accordance with MAT policies/procedures.
- 4. To assist management in identifying resourcing needs and to contribute to the effective use of resources.
- 5. To co-operate with other staff to ensure sharing and effective deployment of resources to the benefit of students and the MAT.

**Other Specific Duties**

- 1. To carry out the duties in the most effective, efficient and economic manner available.
- 2. To support the MAT Mission Statement and ethos.

**Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed:.....

Print Name:.....

Date:.....