



Job Description

Facilities and Compliance Manager

PRINCIPAL RESPONSIBILITIES

- To be responsible for the maintenance and development of the school building and facilities, including managing a team of site staff and cleaning operatives.
- To be responsible in conjunction with the Headteacher for all aspects of Health and Safety including compliance and security
- To be responsible for the development and implementation of new policies and review of existing policies and procedures for the facilities function.
- To ensure compliance reporting to any statutory bodies and reporting to the governing body on all matters for the facilities function.
- To be responsible and lead on all projects relating to the building and development of school.

KEY TASKS

- Ensure all work on all school buildings is in line with contractual obligations.
- Manage the maintenance of the school site
- Ensure the continuing availability of utilities, site services and equipment
- Emergency planning in the event of snow, ice flooding etc. including site inspection
- Ensure all practices in estate management and grounds maintenance are compliant
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Manage the site supervisors and ensure other site and cleaning staff are effectively managed and supervised.
- Oversee any school lettings to ensure that procedures are in place to minimise any health, safety and wellbeing arising for the service users.
- Working with the Strategic Business Services Leader to secure appropriate insurances for the school and implement and manage such schemes accordingly.
- Act as a key holder and carrying out security procedures for the buildings and grounds as required and ensure all alarms are regularly tested.
- Work in conjunction with the Local Education Authority and contractors to manage any development works and contractor activity on-site.
- To be responsible for and lead on all building projects and liaise with the stakeholders and contractors to ensure deadlines are met and work is completed to the appropriate standard.

MAINTENANCE AND SUPERVISION

- To monitor the work of the site supervisors and cleaning staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors.
- To undertake or oversee as appropriate the recruitment, selection, induction, training and appraisal of the Site Supervisors and cleaning staff. Monitor the cleanliness of the school and review the effectiveness of staff hours and cleaning rotas.
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes.
- Draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken inc. procuring quotes.
- To monitor the progress of projects involving outside contractors.
- To monitor the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists.
- To ensure that all equipment is in a safe and working condition and arranging for their repair as appropriate.



- To arrange for the Site Supervisors to carry out first-line repairs which are not beyond the competence of the staff concerned.

HEALTH AND SAFETY

1. As the schools Health and Safety Officer, plan, instigate and maintain records of fire practices, alarm tests, legionella, asbestos, PAT testing etc in line with statutory regulations.
2. Manage the main health and safety issues specific to school and know how they relate to students, staff, visitors and contractors.
3. Ensure the health & safety statement is clearly communicated.
4. Ensure the health & safety policy and the Emergency Plan are implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Ensure systems are in place to enable the identification of hazards and be responsible for the completion of risk assessments. To be responsible for managing any identified risks and produce action plans to address any Health & Safety concerns.
6. Ensure the school is aware of any legislative changes which have an impact on health and safety including COSHH, CLEAPSS, Hygiene and Catering requirements.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security is maintained within the school.
9. Provide or procure training as appropriate including for; first aiders, fire marshals, Mini bus drivers .
10. Ensure systems are in place to enable the identification of hazards and be responsible for the completion of risk assessments. To be responsible for managing any identified risks and produce action plans to address any Health & Safety concerns.
11. To be responsible for all Health and Safety investigations relating to any incidents in school and ensuring remedial actions are implemented.
12. To ensure all data is reported e.g. RIDDOR and produce internal reports on Health and Safety data for the Senior Leadership Team.

BUDGET

1. To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Strategic Business Services Leader and Headteacher.
2. To ensure best value for all services and purchases relating to buildings, health and safety and compliance.

OTHER DUTIES

1. Ensure the school is GDPR compliant including the use and checking of CCTV.
2. Have knowledge of out-of-school hours' lettings of the school premises and ensure adequate supervision and security has been arranged.
3. Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory.
4. To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems.
5. To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems.
6. By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way.
7. To undertake training as appropriate.
8. Prepare relevant reports and data for SLT and Governors and present at Governors meetings as required.



Person Specification

Key Requirements	Essential/ Desirable	Identified by
Qualifications		
NVQ Level 5 in relevant field e.g. facilities, leadership.	E	AF/I
Experience		
Experience of working in a facilities /estate's environment	E	AF/I
Experience of managing staff	E	AF/I
Experience of planning maintenance schedules	E	AF/I
Experience of working with contractors and negotiating contracts	E	AF/I
Experience of budget management	E	AF/I
Experience of designing and delivering training	D	AF/I
Experience of working within a school	D	AF/I
Experience of creating and maintaining systems, procedures and policies	E	AF/I
Knowledge		
Ability to organise, lead, motivate and manage a team	E	AF/I
Knowledge of Health and Safety Legislation and compliance	E	AF/I
Knowledge of building and maintenance regulations	D	AF/I
Knowledge of COSHH legislation	E	AF/I
Skills and abilities		
Ability to resolve conflict and positive resolution	E	AF/I
Ability to develop effective working relationships with colleagues, stakeholders and partner agencies	E	AF/I
Attention to detail skills in all aspect of work	E	AF/I
Ability to work as part of a team	E	AF/I
Excellent written and oral communication skills	E	AF/I
Flexible attitude to work	E	AF/I
Basic DIY skills, maintenance and repair skills	E	AF/I



Ability to lead and manage major projects	E	AF/I
Other		
Commitment to safeguarding and protection the welfare of children and young people	E	AF/I
Commitment to equality and diversity	E	AF/I
Commitment to health and safety	E	AF/I
Commitment to undertake relevant development	E	AF/I
Willingness to respond to emergency call outs	E	AF/I