



Title of Job: Facilities and administration manager

Grade: PO2

36 hours, 48 weeks per year - times to be agreed on appointment

Department: Education

Section: Nelson Primary School

This role is a senior strategic position leading all non-teaching and learning functions within the school. The key purpose is to establish and deliver a high quality and efficient school office and to ensure that day to day operational functions of the whole school are effectively managed.

Leadership & Strategy

- Ensure that all resources are managed effectively and efficiently.
- Plan and manage change in accordance with the school's strategic plan.
- Lead and manage the key support functions across the school site.
- Line Management will include Estate, IT, Finance, Health and Safety
- Provide overall management of finance staff i.e. bursary service and finance officer, with support and advice from CFO and trust business manager
- Ensure that the school's additional generation is maximised through bid writing, lettings, and other activities within the ethos of the school.
- Work closely with the New Vision Trust with regards to buildings, capital works and the efficient use of devolved formula capital funding to ensure the school buildings and environment are the best possible for teaching, learning, and working.

Human resources

- Provide overall leadership and line management to the school support functions; developing a high performing support team which is highly motivated and focussed on the education outcomes and strategic vision of the whole school.
- Liaise with numerous internal and external stakeholders and service providers to ensure that these functions provide value added support and advice to the school in a timely and professional way.

- Actively promote the school values and ethos. They will have the highest regard for safeguarding and promoting the welfare of staff, children, and the community.
- Provide dedicated HR support across the school, working in conjunction with the New Vision Trust Business Manager.
- Keep an updated and accurate Single Central Record.
- Follow safer recruitment guidelines for all new staff appointments and induct new staff
- Complete all census data as required
- Ensure that all staff can access support and advice through specialist services such as Occupational Health (PAMS) and to refer and support staff with these services as required.

Office Administration

Provide overall leadership to all Office and administrative staff to ensure the provision of efficient and professional administration and reception functions, and to:

- Ensure that appropriate processes and systems are in place for filing and record keeping, in line with statutory requirements, Safeguarding, GDPR, and the Data Protection Act
- Ensure all office-based functions are efficient and effective, always providing all necessary support to meet the needs of the school, teaching, and wider community.

Estates Management

To provide overall estates leadership as well as working with the site supervisor and all stakeholders, to ensure that all areas of the school estate and facilities management are safe, secure, well led and maintained, including in particular:

- Ensuring the provision of appropriate cleaning and catering services, grounds maintenance and planned preventative maintenance to ensure compliance and well-maintained buildings (whether run in school or by external providers).
- Ensuring that all facilities management activities are efficiently and effectively managed across all school sites.
- Lead the Site Manager effectively to ensure day-to-day site-specific needs and requirements are met.
- Manage defect and snagging periods, as well as extended warranty periods for all sites.

Lettings

- To promote and manage all external lettings.

- Where there are lettings of the school facilities out of hours, the post holder is to ensure the hirer has completed and signed the hiring agreement and has all necessary insurance, safeguarding and checks in place.
- They are to ensure that school buildings are always secure before, during and after the hiring takes place.
- To ensure that all lettings are in keeping with the vision and ethos of the school.

Health and Safety

To lead Health and Safety, to ensure the safety and wellbeing of staff and students and the implementation of the school H&S policies, by:

- Ensuring the school and its sites are always compliant with H&S regulation and law.
- Ensure all daily, weekly, monthly, and yearly H&S (including Fire) checks are completed as required.
- Monitor H&S across the school site.
- To evaluate and identify any H&S gaps and ensure they are filled in a timely manner.
- Carrying out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings across the school.
- Evaluate needs, training requirements, performance, and areas of concern and to develop policies and improvements to school H&S as required.
- Oversee and develop all risk assessments including site specific and individual assessments.
- Identify and manage defects and snagging issues from the new school building reporting them on to the contractor and the Trust Facilities manager, liaising with external contractors to remedy all issues in a timely and safe manner.
- Manage warranty periods for both buildings.

Information Technology

- Contribute to the strategic management and reshaping of the school's use of Information Technology to ensure effectiveness and efficiency across all functions of the business
- Ensuring the IT support functions are effective and meet the needs of the school.
- Participate fully in regular review processes to ensure that the IT Service remains effective.
- Provide operational management of the school's IT Service, to ensure its response to day-to-day issues and requirements is suitable and agile.

- Maintain asset management registers.
- Manage the external IT technical support contractors.
- Manage all software renewals. Policies and compliance
- To be the school's Data Protection Officer to ensure compliance with GDPR in all areas across the school.
- Ensure that finance, HR, IT, and estates policies are up to date and implemented across the school sites.
- Seek governing board approval for all statutory policies.g in conjunction with SLT and the Governing Body to maximise stakeholder

Other

To be a first aider

To be a fire warden

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school. The role requires a committed, organised, adaptable, and highly experienced individual.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.