



Job Title:	Facilities Manager
Department:	Sandhurst School
Grade/Salary Range:	BG-G Range
Salary:	£36,363 - £40,777 per annum including Fridge Allowance
Accommodation:	Optional on-site accommodation available

JOB PURPOSE AND POSITION WITHIN SCHOOL STRUCTURE

To be responsible for the management, operation, maintenance, security and cleaning of the school site to ensure a safe working environment in order to meet the needs of the students, staff and other stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

Maintenance and Site Management

To assume responsibility for and undertake/delegate the following as appropriate, between the site team.

- To manage the school site, including buildings, grounds and infrastructure in line with the [Dfe Good estate management for schools](#)
- Ensure statutory testing (e.g. fire safety systems, water hygiene, electrical installations) are carried out in accordance with legal and regulatory requirements.
- Monitor the performance of contractors responsible for work associated with the school site.
- Record and update electronic systems for Health and Safety, planned preventive maintenance, compliance and day to day route maintenance.
- Log, track and report on all maintenance tasks and compliance checks.

Health and Safety

- ◆ Maintain accurate records of all safety inspections and risk assessments
- ◆ Check site regularly for any potential H&S issues
- ◆ Ensure compliance to statutory regulations including, but not limited to legionella testing, ladder compliance, PAT testing, asbestos compliance and COSHH and undertake risks assessments where appropriate.
- ◆ Support fire safety and emergency planning including regular drills and inspections
- ◆ Work with the Sustainability Lead to deliver the school Climate Action Plan
- ◆ Alert the Headteacher to potential Health and Safety problems in the school.

Asset Management

- ◆ Ensure school systems are kept up to date with maintenance activities and asset records.
- ◆ Monitor warranty, service agreements and scheduled works to ensure timely action is taken
- ◆ Ensure the efficient operation of the school heating system.

Line Management

- Line managed by the School Business Manager
- Line manages the site team, including assistant site controllers and cleaning staff.
- Organise staff rotas, holiday cover and overtime as required.
- Promote culture of pride, ownership and high standards within the site team.

Lettings and School Events

- Co-ordinate and oversee lettings with the School Business Manager.
- Action instructions received from the Business Manager concerning letting procedures
- Support the setup of school events including lettings

- Where requested to be on site during the course of lettings to give any assistance to the hirer

Facilities Improvement

- Under the direction of the School Business Manager and Headteacher, develop a scheme of continual site improvements
- Manage and be responsible for the school maintenance plan and assist in the preparation of the site governor reports.

Other Responsibilities

- Respond to emergencies and be a keyholder for out of hours call-outs
- Opening and closing the school premises daily
- Carrying out routine maintenance and minor repairs
- Managing site cleanliness and liaising with clearing staff
- Ensure that the school has sufficient stock of consumables.
- Attend regular site planning meetings, staff meetings, INSET and Trust meetings as required
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- Contribute to cost effectiveness of the school through management of the maintenance budget and Capital Works budget.
- The post holder should be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection and ensure all concerns are raised in accordance with school policy.

Print Name: _____

Signature: _____

Date: _____