



Job Title:	Senior Facilities Officer
Location:	Royal Greenwich Trust School
Responsible to:	UST Operations Manager/Head of School
Responsible for:	Site services Team Oversees the work of on-site contractors
Full/part time:	Full Time
Grade:	Scale 6

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective; our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

MAIN PURPOSE OF THIS ROLE

To manage and direct Facilities Management services in both an operational and strategic capacity and have direct stakeholder and client relationships so that communication is clear and informed.

To deliver The Trust mission by:

Management, supervision and client-side communication for the effective delivery of Facilities Management Services by the outsourced team and incumbent service providers. Supporting and implementing the strategic delivery of the site service and providing advice and support to the school on all aspects of the day-to-day facilities management service delivery.



SPECIFIC RESPONSIBILITIES

Duties and Responsibilities:

- Hard Services including Building and Mechanical & Electrical asset maintenance including reactive and Planned & Preventative Maintenance (PPM) and 'first fix' services
- Soft Services including cleaning, catering, caretaking and handyman services
- Ensure day-to-day delivery of facilities management services directly, or through contracted services
- Ensure the service is applied in such a way as to minimize the risk to staff, students and visitors and damage to all premises and/or vehicles
- To maintain health, safety and security
- To maintain the fabric of any leased-out premises
- Ensure organizational statutory compliance and data protection
- Direct liaison & management for out-of-hours and outsourced commercial lettings
- Provision of technical support and minor project delivery
- Act as a key holder for school premises and responsible for emergency call outs
- Reporting to the UST Operations Manager, the position is a hands-on role to ensure that the provision of FM Services is provided to the required standard
- In addition, there will be times where, in the direction of the UST Operations Manager, the Facilities Manager will be required to provide support and assistance for senior relief and demands in workloads at all Trust locations
- Support the UST Operations Manager in delivery of all EFM services and ensure that performance levels and delivery are in line with agreed KPI's and standards
- Ensure that all outsourced facilities management contracts are managed, including monitoring, reporting and follow up actions taken, minimizing risk and maximizing opportunities for efficiency, improved services and reporting
- Undertake regular inspections/audits at the School site(s), identifying issues and areas for improvement and report back to the UST Operations Manager
- Monitoring of all KPI's and SLA's and any other performance parameters relating to the quality-of-service performance and commercial performance, and ensure reporting to the UST Operations Manager Monitoring of non-compliance KPI's, recommend Actions Plans required
- Attend the monthly service review meetings with contractors and attend monthly review meetings and any other ad-hoc review meetings as required. All meetings to be fully minuted with notes circulated
- Monitor, audit and report on organizational statutory compliance
- Administer and take responsibility for the FM budget, and ensure best value in service delivery and that contractor invoices are verified prior to submission for payment
- support of Health & Safety to ensure H&S issues are reported and resolved and ensure security meets safeguarding requirements
- Ensure contractors carry out all cleaning and catering duties and ensure that reactive maintenance, planned maintenance and other works are carried out to the correct schedule and standard, including M&E and fabric works
- Monitor all works completed by all contractors, ensuring any additional cost related work is within the contract structure for each service provider
- Ensure that third party contractors carry out statutory testing and inspections and that these are reported and filed diligently
- Ensure processes are in place to manage the PPM schedule
- Management procurement of any additional works and provide advice on projects



- Undertake any other reasonable duties as required by the UST Operations Manager

Financial Responsibilities:

- All staff are responsible for management of their own time and resources
- All expenditure above £5,000 in line with Trust Financial policy for obtaining 3 quotes before signing off by the UST Operations Manager
- Support of Capital Programme and minor projects

Management of People

- Manages and supervises site management staff at the School
- Liaises with contractor site management in relation to their on-site teams

Additional Requirements:

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body

This Job Description is not intended to be prescriptive. The needs of the school may change, and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community, the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust, where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional Requirements:

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
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- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities Policy and Use of ICT Policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

Equality and Diversity:

- The school has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.



- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young people.

JOB DESCRIPTION AGREEMENT

The postholder will be line managed and appraisal managed by: **UST Operations Manager**

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)



**PERSON SPECIFICATION:
Senior Facilities Officer**

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of managing an outsourced facilities management service, and/or co-ordinating contractors 	x	
<ul style="list-style-type: none"> Trained and working knowledge of H&S legislation and management in the application of FM Services (H&S Certificate/NEBOSH) Proven budget and financial management in the delivery for FM services 	x	
<ul style="list-style-type: none"> Experience with statutory compliance including water, fire, asbestos etc. 	x	
<ul style="list-style-type: none"> Experience of leading outsourced FM service delivery ensuring deadlines, KPI's and SLA's are adhered to 	x	
<ul style="list-style-type: none"> Proven competency in Microsoft Office, Word, PowerPoint, Excel and Outlook 	x	
<ul style="list-style-type: none"> Experience and competency of a recognized CAFM system 	x	
<ul style="list-style-type: none"> Membership of the WIFM or similar alternative technical qualification to City and Guilds in M&E services 		x
<ul style="list-style-type: none"> Have a basic competence of using CAD systems. 		x

Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> Self-motivated and self-directing, capable of working with the minimum supervision in terms of meetings standards and timescales 	x	
<ul style="list-style-type: none"> Capable of motivating and controlling contracted resources to deliver standards and timescales 	x	
<ul style="list-style-type: none"> Highly collaborative style to problem solving, building and maintaining strong working relationships with subordinates, colleagues and stakeholders 	x	
<ul style="list-style-type: none"> Team worker capable of motivating others and developing solutions to problems with others 	x	
<ul style="list-style-type: none"> Good verbal and written communication skills, and capable of conversing directly with external customers, senior management, and contractors under their control 	x	
<ul style="list-style-type: none"> A proven hands-on practical approach to problem solving and delivery 	x	

Other	Essential	Desirable
<ul style="list-style-type: none"> A satisfactory Enhanced DBS disclosure. 	x	