

JOB DESCRIPTION

FACILITIES AND COMPLIANCE MANAGER

Job Number:	SP001 Grade 12	
Directorate:	Somerset County Council	
Service:	South Somerset Partnership School(Pupil Referral Unit)	
Job Title:	Site Manager	
Reports To:	Business Manager	
Main Purpose of Job:		
To manage the school's premises, vehicles and facilities in order to ensure that they are fit for purpose, that the school meets legal requirements and is compliant with health and safety regulations.		
Main Responsibilities and Duties:		% of Time
<p>Strategy and Planning</p> <ol style="list-style-type: none"> 1. Provide advice and guidance to the Senior Leadership Team on premises development. 2. Review the premises function, carrying out regular inspections to identify areas for improvement 3. In liaison with the Business Manager, plan and cost development and maintenance programmes and implement budgets effectively. Monitor expenditure against agreed budgets. Comply with school and other financial regulations in regard to preparing specifications, monitoring of work in progress and ensuring value for money and high quality work 4. Provide the Business Manager with regular updates of work proposed and undertaken and advise on matters which need major repairs or maintenance 5. Devise, implement and monitor effective environmental policies, including effective energy and waste management arrangements. Ensure safe storage and collection of hazardous waste. 6. Develop effective systems and procedures for areas of responsibility 7. Contribute towards accessibility planning and ensure compliance with regulations. 8. Maintain all policies applying to the premises function and the use of the premises 9. Identify areas where savings can be made specifically in relation to energy, utilities and major contracts. <p>Leadership and People Management</p> <ol style="list-style-type: none"> 10. Ensure the school's buildings and furnishings are cleaned in accordance with the agreed methods, frequencies and standards. 11. Plan and inspect repairs and maintenance as well as cleaning carried out by own staff or contractors. 12. Provide a general 'on site' repair and maintenance facility 13. Identify and plan a programme for re-decoration 14. Ensure the availability of cleaning materials and appropriate equipment, requisition additional materials when required 15. Develop and maintain productive working relationships with site stakeholders, neighbours, external agencies and customers <p>Health and Safety</p> <ol style="list-style-type: none"> 16. Ensure the school's Health & Safety Policies are implemented in so far as the site is concerned, with particular emphasis for ensure that all site work is undertaken in a safe manner, complying with health and safety requirements, taking into consideration the safety of all users of the site 17. Responsible for ensuring that the school complies with legislation with regards to safety and other equipment checks. Examples will include the 		

maintenance of fire extinguishers, alarm systems, boilers, PAT testing, dust extraction, fume cupboards, PE equipment

18. Ensure the premises and grounds are free from litter, graffiti and are kept tidy and that safe pedestrian access is maintained.
19. Ensure the school minibuses are maintained to safe and legal levels, regular inspections are undertaken and that vehicles are cleaned and kept secure. Ensure that drivers are appropriately trained and licensed
20. Maintain and update internal and external risk assessments related to premises health and safety and emergency procedures including Fire Risk Assessment.
21. Oversee the security of the school buildings and contents, including the monitoring and operation of the school's CCTV system. Makes recommendations in respect of security improvements.
22. Ensure regular and timely servicing and testing is undertaken for premises equipment
23. Contribute to the development and review of premises policies and procedures.
24. Keep up to date with changes in relevant health and safety legislation

Operational

25. On a daily basis, open the Dampier Street (unless by prior arrangement) site and make sure the premises are in a suitable condition for use, both during term time and as required during the school holidays. Ensure that all sites are unlocked and secured at the start or end of each day.
26. To ensure the efficient operation of the school's services, conduct routine low level complexity repairs and maintenance, arrange for contractors to conduct maintenance of a more involved nature, advise the Business Manager of major repair and maintenance requirements and damage/deficiencies to the building, carrying out remedial repairs or actions to make safe and obtaining quotes from contractors.
27. Ensure that all administration required is completed and is consistent with the school's financial and other procedures
28. Ensure that deliveries, stores and materials are checked and distributed internally
29. Ensure that any community and out of hours use of the sites runs smoothly, with appropriate staff, facilities and equipment available as appropriate
30. Monitor all contractors and own work to ensure best value is being achieved, propose alternatives to improve the quality/cost effectiveness of the service
31. Ensure buildings and premises are prepared for routine and non-routine use including movement of furnishings as necessary.
32. For each site, ensure that the Heating Plant operates and monitor heating requirements as necessary. Gain knowledge of the use and location of all plant/equipment, utility intakes, meters, alarm systems, fuse boards, CCTV etc
33. Ensure the maintenance of furniture, fixtures and fittings. Advise on procurement as required
34. To be available in cases of emergency outside of working hours eg intruders, fire, flood
35. Act as coordinator in emergency situations, liaising with external agencies, emergency services, first aiders and the Senior Leadership Team
36. Vet all school chosen contractors before appointment to ensure they are competent to carry out the work required
37. Maintain comprehensive record of faults, remedial works, contracts inspections and servicing
38. Act as relief first aider to cover staff absences. Ensure first aid training is up to date.
39. As a multi-site school, the post holder must be flexible to work across all

<p>departments</p> <p>40. Set up for events/activities/meetings/exams as necessary and preparing rooms for normal use at conclusion.</p> <p>41. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p>	
<p>Facts and Figures:</p>	
<p>The school is a pupil referral unit formed in 2013, it has five sites in the South Somerset area; the postholder will work across 4 sites, with the main work base being Dampier Street , but travel to all sites will be required.</p> <p>Master key holder allsites. Ensures that the premises are unlocked and secured at the start and end of each day as required</p> <p>Grounds Maintenance: Although currently operated through a contract, this is kept under review on an annual basis. If the service were to be brought in-house this would come under the responsibility of the Premises Manager and additional work over and above the current contracted service may be needed.</p> <p>Responsible for the safe keeping and maintenance of cleaning equipment and stocks of materials not supplied by the current contract.</p>	
<p>SUPPORTING PROCESSES</p>	
<p>Problem Solving and Creativity:</p>	
<p>The postholder will:</p> <ul style="list-style-type: none"> Have a high degree of competence in premises management Be expected to have a critical eye in respect of the premises and grounds ensuring that it is maintained to a high standard Use a detailed knowledge of regulations and health and safety legislation to provide a well maintained and safe environment Will assess and prioritise requirements, arranging for work to be undertaken within school budget limits Work to a flexible routine, there will be interruptions which may need urgent attention eg. Contractors, health & safety issues and other emergency situations Need to be creative in finding solutions in a range of areas that may affect the premises function eg. New initiative, development systems and procedures, re-organising accommodation, breakdown of major equipment Arrange, supervise, check and inspect repairs and maintenance work undertaken by contractors and ensure remedial work is taken if necessary 	
<p>Decision Making:</p>	
<p>The postholder will:</p> <ul style="list-style-type: none"> Deal with emergencies eg flooding of premises. Initiate solutions, repairs or engage contractors in consultation with Headteacher or Business Manager. Determine appropriate course of action after investigation and consideration of various solutions. Deal with all day to day operational issues; refers complex or contentious issues to the Business Manager. Within the parameters set by the Headteacher and Business Manager, make own decisions, but will liaise with the Business Manager to ensure that expenditure keeps within budget limits. Take responsibility for energy management Work within boundaries eg health and safety legislation, but is expected to demonstrate initiative in maintain and improving the school. 	

<p>Plan and organise work schedules for self and others as appropriate Undertake risk assessments for own work areas and those of any site team</p>
<p>Physical Effort and Working Conditions:</p> <p>The postholder will: Be lone working at times and must ensure that they adhere to appropriate guidelines for safe working at height, PPE and manual handling. Outside work in variable conditions Much of the routine work will be on feet or in awkward positions. Regular kinetic handling of equipment, deliveries or furniture.</p> <p>Deal with accidents and emergencies; there will be rare occasions when the postholder will have to deal with unpleasant cleaning tasks eg blocked toilets, cleaning up of vomit, occasionally blood, broken glass etc Vary work times to cover staff absence, for monitoring purposes and/or during important school events Spend some time office based and using a computer to record and monitor contracts and compliance.</p>
<p>Contacts and Relationships:</p> <p>The postholder will have contact with: The Business Manager for planning and development purposes as well as developing premises policies. Property professionals in order to formulate development plans and work up new initiatives and/or to resolve problems. Contractors to initiate work, sort out problems and to achieve solutions to problems. Security firm regarding the central monitoring of the alarm system. Police attending as a result of alarms. External agencies and contractors.</p> <p>In addition the postholder will Provide advice and guidance to the Business Manager Manage all aspects of the recently complete Condition Survey, lead the work of the site team and will have contact with team members on a daily basis. Attend, as necessary, meetings in order to discuss premises related issues or to support other topical issues such as recycling and energy management.</p>
<p>Additional Information:</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Protective clothing will be provided and must be worn while undertaking relevant duties. The Premises Manager may have to return to school to deal with emergency situations or call outs involving some occasional after hours or weekend work. Additional payments will not usually be made although time off in lieu may be granted. Planned 'additional hours' worked will be paid as such. The postholder is expected to actively engage in whole school inset days where appropriate and will undertake directed training which directly relates to the role.</p>
<p>Knowledge, Skills and Experience:</p> <p>See person specification</p>
<p>Safeguarding</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of the children and young people for whom they are responsible or with whom they come into contact with will be to adhered to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times.</p>

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of the children in the school, they must report any concerns to the designated safeguarding lead.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Signature of Postholder:Date:

Signature of Line Manager:Date:

Signature of Headteacher :.....Date:

June 20

Person Specification – Facilities and Compliance Manager

1 KEY COMPETENCIES	
<p>The ability to work as part of a team with a flexible approach to the work undertaken.</p> <p>The ability to prioritise own and team workloads and plan ahead to meet deadlines.</p> <p>The ability to communicate with a wide variety of people with whom you would come into regular contact e.g. staff, students, contractors</p> <p>The ability to complete all necessary paperwork as well as manage maintenance budgets.</p> <p>The ability to carry out routine repairs and maintenance as well as inspect repairs and maintenance undertaken by others.</p> <p>The ability to use ICT routinely in your work and to improve systems and processes.</p>	
2 WORK EXPERIENCE	
Essential	Desirable
<p>Recent experience of working in a relevant role.</p> <p>Experience of organising and prioritising a demanding workload.</p> <p>Experience of ICT in the workplace.</p> <p>An understanding of systems, procedures and resources required to operate an effective site management plan for a school.</p> <p>Experience of safe working practices involved in building maintenance.</p>	<p>Experience of securing buildings and setting alarm systems.</p> <p>Good knowledge of Health and Safety requirements.</p> <p>Experience of carrying out risk assessments on own work areas.</p> <p>Experience of dealing with external agencies, suppliers and contractors and negotiating contract prices.</p> <p>Experience of the plant and management systems required for a large site (eg security, heating systems, buffing machines).</p>
<p>General experience in the following areas:</p> <ul style="list-style-type: none"> • general carpentry • plumbing repairs • premises maintenance 	<p>Experience of management techniques (including planning, supervision and monitoring) to maximise the performance of a site team.</p>
3 QUALIFICATIONS	

Essential	Desirable
Good standard of general education.	City and Guilds qualification in Premises Management. A recognised trade qualification. First Aid qualification
4 PERSONAL QUALITIES	
Essential	Desirable
<p>Ability to work in a team as well as an ability to establish good working relationships.</p> <p>Flexibility and ability to work effectively whilst under pressure.</p> <p>Ability to work without close supervision and to set own performance targets.</p> <p>Enthusiastic, self-motivated and with exacting standards.</p> <p>Ability to quickly follow verbal and written instructions.</p> <p>Able to communicate appropriately with a range of people from a variety of backgrounds.</p>	Willingness to contribute suggestions/ideas to improve efficiency and effectiveness of work procedures.
5 CAPACITY FOR CAREER DEVELOPMENT	
Essential	Desirable
Willing to undertake training to improve skill base or adapt to changing circumstances.	
6 OTHER	
Essential	Desirable
<p>Commitment to the school's values and principles.</p> <p>Commitment to developing the school as part of the local community.</p> <p>Full driving licence and ability to travel between sites.</p>	D1 Minibus driving licence

