

St Peter's RC High School
Job Description and Person Specification

JOB DESCRIPTION

TITLE OF POST	Facilities Manager
GRADE	Grade 7, points 26 to 30 - £29,111 to £32,577 with 5 weeks holiday per year. 35 hours per week (shift work). Flexible / out of hour shifts may be required
RELATIONSHIPS	<i>Ultimate Responsibility</i> To the Governors through the Headteacher <i>Immediate Responsibility</i> To the Headteacher through the deputy heads

Main Purpose of the Job

Support the Headteacher by taking responsibility for management of the school site and associated facilities under an agreed system of supervision, taking responsibility for the management and development of specialist site services within the school

To be the responsible key holder and manage maintenance, security and facilities systems on site including alarm systems, CCTV and surveillance systems

Manage other site staff including technicians and the pupil support team

Oversee the work of external contractors on site

Main Duties and Responsibilities

1. To be responsible for the management and recruitment of a team of in-house site and cleaning support staff and to oversee the activities of external contractors
2. To commission the maintenance of specialist sports equipment, where appropriate
3. Management and supervision of the operation of school lettings system
4. To establish constructive relationships and communication with contractors and other agencies / professionals and record performance against specified standards
5. Monitor the performance of contracts and record performance against specified standards
6. To advise the Headteacher on matters relating to energy control and conservation

7. To manage security / health and safety risk assessments and dissemination and compliance with health and safety policies and procedures
8. Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher
9. To manage records, information and data, and produce analysis and reports
10. Operate as part of a team involved in planning budget responsibilities
11. Undertake budget monitoring and prepare costed plans for repairs / maintenance and building activities as required, and prepare specification for contracts for tender
12. Take a lead role in planning, development and organisation of systems / procedures / policies
13. To be responsible for the selection and management of resources, including management of a budget and regular audit of resources
14. To be aware of, comply with and ensure that all policies and procedures relating to Health and Safety, security and confidentiality are adhered to
15. To undertake personal development to improve own practice including participating in training and other learning activities
16. To work as part of a team, to support colleagues and contribute to the vision and ethos of the School and be committed to personal development
17. To undertake any other duties that are commensurate with the grade

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*

**St Peter's RC High School
Job Description and Person Specification**

PERSON SPECIFICATION

Note to Applicants:

Listed below are the minimum requirements, which are considered necessary for the post

1. Significant experience working in a relevant discipline i.e. senior caretaking / site keeping experience in a school or similar environment
2. Good numeracy and literacy skills with an ability to keep accurate records
3. Experience of managing a budget and preparing costed plans for repairs, maintenance and other building activities
4. Effective use of IT systems
5. Experience of use of appropriate specialist equipment / resources
6. Knowledge of health and safety and hygiene procedures and precautions
7. Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate
8. Excellent organisational skills to be able to plan and deliver programmes of maintenance
9. Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures
10. Ability to organise, lead and motivate a team ensuring training and development is provided where necessary
11. Ability to relate well to children and adults within a School environment
12. An ability to undertake all the physical aspects of the job
13. Must be in possession of a full valid driving license

14. Tact and diplomacy in all interpersonal relationships with the public and colleagues at work
15. Self-motivation and personal drive to complete tasks to required timescales and quality standards
16. The flexibility to adapt to changing workload demands and new organisational challenges
17. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users
18. Personal commitment to continuous self-development
19. Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).