



Outcomes
First Group



Oakfields
Preparatory School

Job Description
Facilities Manager

Job Title	<i>Facilities Manager</i>
Responsible to	<i>Operations Manager</i>
Key Internal Contacts	<i>Headteacher</i> <i>Business Team</i> <i>Education Team</i> <i>Central Team</i>
Key External Contacts	<i>Contractors</i> <i>School Families</i>

JOB PURPOSE

To ensure that a high-quality facilities service is provided to our schools.

KEY TASK AREAS & RESPONSIBILITIES

- To manage the facilities team and provide day to day supervision for planned and responsible repair programmes, domestic tasks and catering duties.
- To ensure that the facilities provided are of a high standard at all times and that the facilities team exercise their full responsibilities, duties and tasks
- Responsible for the coordination of the relevant areas of the capital and operational expenditure
- To monitor and audit schedules of work and the quality of completed projects
- Liaise with external providers to ensure cost effective contracts are in place and reviewed regularly
- To prioritise and organise planned and responsive workload for all areas of responsibility
- To manage all on call/out of hours response rotas to ensure satisfactory outcomes and be part of the on-call team
- To obtain maximum economy and efficiency in all works
- To ensure risk assessments and procedures are in place and in accordance with Company standards
- To advise and support the team with issues relating to Health and Safety, food hygiene, fire management and building-related legislative technical matters
- To develop maintenance programmes to cover responsive, cyclical and planned maintenance and repair works
- To support the development and introduction of monitoring systems and recording for Health and Safety and evidence for the Regulatory B
- To ensure that company vehicles are maintained and in good state of mechanical repair
- Assist in the purchasing of company vehicles





- Carry out a wide range of day-to-day- maintenance tasks (e.g., basic plumbing, carpentry, minor electrical repair, painting, decorating, general handiwork).
- To co-ordinate housekeeping duties, to ensure that external contractors are maintaining high quality of service at all times.
- To respond to repair requests, assess work needed and ensure that repairs are undertaken
- To ensure Health and Safety legislation and procedures are complied with at all times including health and safety plans, risk assessments, fire alarm tests and regular update of record files for inspection by the Regulatory Body and in accordance with company policies
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations as set out in Company policies.
- Oversee fire safety management, including evacuation drills and equipment checks.
- To ensure that the purchasing of all cleaning and maintenance/grounds supplies is undertaken to assist in the smooth running of all specified areas

Staff

- Report issues that have arisen in the day promptly to the relevant person
- Ensure staff follow Company policies and procedures at all times and feeding back as and when necessary
- Support all staff and ensure their safety and well being
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body



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- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience of managing a team		✓
Experience at management level in an education setting		✓
Experience of leading and managing maintenance projects	✓	
Experience of costing work, purchasing and working within budgets	✓	
Experience running and maintaining pool plant operations		✓
Skills		
Good knowledge of maintenance, catering and domestic practices including the use and storage of relevant products	✓	
Good knowledge of devising and implementing effective systems of working	✓	
Ability to work independently and as part of a team	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Practical skills across general maintenance roles	✓	
Qualifications & Training		
Willingness to work towards other relevant qualifications as required	✓	



BLENHHEIM
SCHOOLS



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Undertake relevant group induction training on commencement	✓	
Relevant Health & Safety Qualification		✓
Other		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car		✓





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Governance:

- Blenheim Schools is the proprietor of Oakfields Preparatory School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.



BLENHHEIM
SCHOOLS