



**Role Profile:** Facilities Manager

**Location:** Hydesville Tower School

**Function:** Domestic/Facilities

**Reporting to:** School Operations Manager

### Role purpose

Reporting to the School Operations Manager, the Facilities Manager will play an integral role in the safe and efficient running of the school or schools under their remit, ensuring that the facilities and grounds deliver a brilliant student, colleague and parent experience.

The Facilities Manager is responsible for ensuring that the school is well maintained, and the infrastructure, facilities and equipment are safe, secure and fit for purpose. They will ensure full compliance with our legal obligations and the smooth operations of our estate.

### Key Accountabilities

#### Facility Management

- Takes overall responsibility for premises and facility management across the school
- Health & Safety Coordinator for the school including preparing for and attending the H&S Committee meetings, overall compliance and ensuring that documentation is regularly updated. Supports the Operations Manager and wider school team in the preparation for and execution of regular internal and external H&S audits/reviews, and school inspections
- Accountable for ensuring facilities compliance. Includes fire safety, the scheduling of fire evacuations and security lock downs.
- Oversees an annual repair and maintenance schedule to include statutory maintenance and annual inspections in accordance with legislation. Reports all ad hoc defects and manages the timely repairs
- Conducts regular site walks to assess the presentation, function and working of the school grounds and facilities, creating action plans to address improvement areas
- Preparing the specification and managing minor works and refurbishments as and when required
- Managing third party contractors to complete facility repairs and upgrades
- Coordinate with third party contractors and the central project teams on capex improvement or development projects for the school
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation
- Responsible for site security, key holder duties, and ensuring open and closing of premises at designated times including weekends and events, as per agreed rota



- The Facilities Manager acts as the school transport coordinator for the school buses planning routes, transport requests including parent enquiries, and strategic planning for our transport service if required.
- Champion our new facilities software and signing in system across all our sites. Ensuring our daily, weekly, termly and annual compliance checks are carried out via our facilities software.

### Team Management

- Manage the site team across the school including day-to-day guidance, advice, performance management and support. To set, role-model and monitor high standards. Includes managing the site team rota to accommodate in and out of school hours activities and lettings.
- Support the organisation and management of internal and external events that promote the school to prospective and existing parents such as open days
- Maintain liaison with other specialist health, safety and fire safety roles appointed within the Schools, to co-ordinate compliance actions and provide a central point of contact.
- Provide and support SLT in development of property and facility development projects for the site.

### 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

### Role overview

### What you'll bring

### Essential Skills & Qualifications

- Degree or vocational qualifications in facilities management, H&S (IOSH) etc
- Enjoys and is energised by interacting with others
- A self-starter who can operate with autonomy and learns quickly
- Ability to work well within a team, and lead a group of individuals with differing levels of experience and seniority
- First class organisational and practical skills
- Ability to remain calm under pressure with an organised approach to tasks, with attention to detail
- Dedication to creating a school environment that is befitting of a paid-for education, and which enhances the student, colleague and parent experience
- A keen eye for detail
- Computer skills to a basic level: Excel, Word, PowerPoint and Outlook skills.



**Key Stakeholders you'll be working with**

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

**Governance:**

- Blenheim Schools is the proprietor of Hydesville Tower 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.

- **To be signed and dated by employee:**
- **Signed:** .....
- **Name (print):** .....
- **Date:** .....