

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Trust Facilities Manager **Job Evaluated: October 2022**

JOB HOLDER: **REPORTING TO: Senior Estate Manager**

GRADE OF POST: 9

DIGNITY AT WORK:

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the School's Equal Opportunities in Employment Policy.

PURPOSE:

Under the leadership of the Senior Estate Manager and working closely with all Senior Leaders across the Trust to assist with effective estate management and Health & Safety compliance, sharing best practice and ensuring the provision is as efficient, economical and effective as possible to ensure staff and pupils are kept safe.

MAIN PURPOSE:

To assist the Senior Estate Manager (SEM) with the property asset portfolio of St Cuthbert's RC Academy Trust ('Trust') providing quality education site facilities and learning environments that meet all health and safety requirements and are fit for purpose to enhance the environment for all users of the sites.

To support SEM with overall site safety through the monitoring and operation of systems, policies and procedures reporting any malfunctions to appropriate person and ensure appropriate and safe use of the site.

To support the SEM through the effective use of IT systems to maintain the estate management, safety, and compliance.

To act as Deputy Health & Safety person for the Trusts, providing school leaders and Directors advice, assurance and reporting on all Health & Safety matters ensuring compliance under Health & Safety Legislation.

To assist the SEM with the management of the Capital Plan in line with Academy Trust Handbook requirements for Trusts in receipt of School Condition Allocation (SCA).

To line manage/direct/train/coach and work operationally with the site team workforce across the Trust.

To ensure compliance with all Health & Safety legislation, risk assessments, risk management and other associated codes of practice, legislation and Trust policies and procedures.

Estate Management	
1.	Assist with the development and monitoring of the Trusts' overall asset management plan to ensure each school has an up to date repairs and maintenance programme that is deliverable and fit for purpose.
2.	Assist with the development and implementation of a schedule of planned maintenance in conjunction with external contractors and schools' site workforce.
3.	Assist with the development and implementation of a system for the identification, prioritising and allocation of capital funding from the ESFA across the school estates.
4.	Assist with the monitoring of the capital funding contracts with external contractors.
5.	Assist with the consolidation of potential estate contracts to achieve efficiencies.
6.	Ensuring correct procurement processes (quotations / tenders, orders, ordering of goods, materials authorisation of invoices etc.) are carried out in accordance with the Trust's financial regulations and value for money is achieved.
7.	Reporting regularly to the Senior Estate Manager on efficiencies and savings achieved, alongside potential gains afforded by regular review of the procurement routes.
Health & Safety	
1.	To promote and safeguard the welfare of children and young people.
2.	To act as the deputy appointed Health & Safety person for the Trusts.
3.	Responsible for maintaining up to date knowledge of all relevant Health & Safety legislation and requirements.
4.	Working with the SEM provide advice to leadership and senior staff within the Trust on Health & Safety matters.
5.	Alongside the SEM design and lead a planned Health & Safety inspection programme in conjunction with Headteachers/Heads of School.
6.	Alongside the SEM develop and maintain a register of Health & Safety concerns raised and action taken to provide an audit trail in conjunction with school support staff.
7.	Keep the SEM informed of Health & Safety concerns (using a recordable system for record keeping) and recommending action where necessary.
8.	To provide Health & Safety Action Plans (for schools under your supervision, or as directed) and termly reports on progress made, to submit to the SEM.
9.	Assist with the design on risk management and risk assessment procedures to ensure compliance with all relevant legislation, ensure consistency across the Trust and Trust wide reporting systems are in place.
10	Assist with the design for the commission Health & Safety training programmes in liaison with each of the Trusts Senior Leadership teams.
11	Assist with the Business Continuity Plans ensuring they remain effective and are kept up to date.
Procurement	
1.	Assist the SEM with the site specific expenditure to ensure adherence to policy.
2.	Assist the SEM with the review of outcomes of expenditure to ascertain consistent standards of work and/or pricing across all Trust schools.

3.	Contribute to the development of a Trust preferred supplier register to improve cost effectiveness, maximising on economies of scale to achieve best value for money across the Trust. This may involve the use of appropriate Framework contracts as necessary.
4.	Demonstrate current knowledge of building regulations and operational requirement / restraints to develop and monitor the Trusts contact register, securing where possible preferential rates across the wider Trust.
5.	Liaise with school site managers and site facility officers (caretakers) to ensure best practice across site management and site expenditure
6.	To be deputise for the SEM for the monitoring of all service and maintenance contracts e.g. security, compliance, fire alarm systems, pest control, legionella, lift and boiler maintenance etc. and making recommendations for necessary improvement, replacement and / or efficiencies to be gained, along with recommended costs and timescales, for inclusion in the Trust's long term procurement strategy.
<p>HEALTH AND SAFETY: The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust, as your employer and you as an employee of the Trust. In addition to the Trusts overall duty, the post holder has personal responsibility for their own health & safety and that of other employees and site users; additional and more specific responsibilities are identified in the Trust's H&S policy and throughout your job description.</p>	
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the School.</p>	

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

- Site staff across St Cuthbert's Primaries
- Trust Mini-bus Drivers

2. Responsibility for Customers/Clients:

- For the health and safety of students/staff/other site users

3. Responsibility for Budgets:

- Under direction and within the parameters of the Capital Development Fund

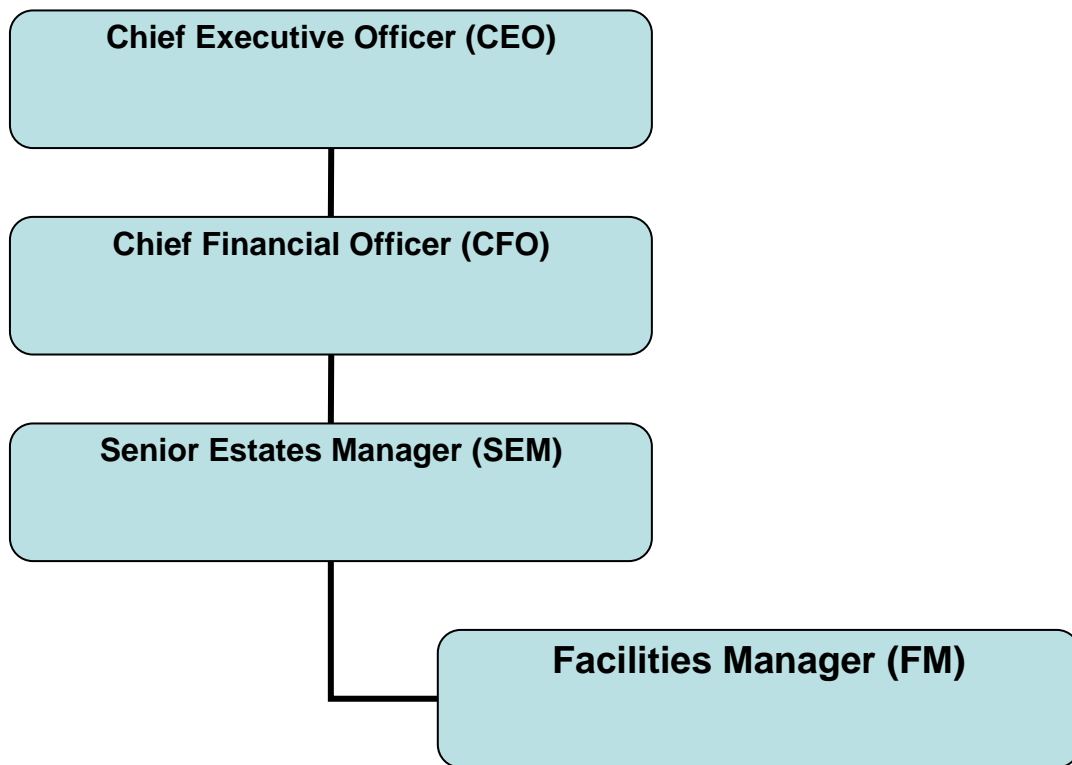
WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

- Directors
- CEO
- Heads of School/Headteachers
- Chief Financial Officer

- Senior Leaders
- Office Managers
- Central Business Team
- Site Team (including mini-bus drivers)
- HR Manager
- External agencies
- Department of Education
- ESFA
- Local Authority (where applicable)
- External Health & Safety Consultants

ORGANISATION CHART:



	Tick relevant level for each category					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	

<p>PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).</p>		X				N/A	
<p>WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).</p>		X				N/A	
<p>EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.</p>	X						

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	Degree or equivalent professional qualification in a related area such as building, engineering, facilities management, health and safety or surveying etc. Or significant and substantial years of experience in facilities management.	X		AF/CQ
	Good general level of education to A level or equivalent		X	AF
	NEBOSH (National Examination Board in Occupational Safety and health) certificate or ability to obtain		X	AF
	IOSH (Institution of Occupational Safety and Health) certification		X	AF
	Membership of one of the following or equivalent RICS, ICE, ILAM, CIOB, BIFM.		X	AF
2.	Relevant Experience:			
	Evidential experience of managing all aspects of property maintenance	X		AF / I / R
	Evidential experience of managing all aspects of facilities management (preferably in a school/college environment)	X		AF / I / R
	Qualified First Aider		X	AF / I
	Experience of setting up and managing a risk management system that would be able to cover all Trust schools and central team		X	AF / I
	Experience of devising and completing Risk assessments and Risk Registers	X		I
	Experience of multi-site management		X	AF / I
3.	Skills (including thinking challenge/mental demands):			
	Understanding of the legal and financial aspects of estate management, with the ability to deliver significant and sustained cost control without detriment to overall quality of service being provided.	X		AF / I
	Ability to think and plan strategically and to ensure implementation of complex and challenging plans	X		AF / I
	Leadership skills, including the ability to motivate others.	X		AF / I
	Ability to keep up to date with relevant local and national initiatives and research.	X		AF / I
	Effective negotiation skills	X		AF / I
	Ability to work flexibility	X		AF / I
	To provide support and challenge on a range of estates and facilities issues and to find solutions to problems requiring innovative and creative solutions	X		AF/R/I

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
	Are committed to developing your own skills, knowledge and competencies and supporting others in doing the same	X		AF/I
4.	Knowledge:			
	Extensive knowledge and experience of asbestos management and associated risks presented in relation to proposed or planned repairs, maintenance and structural changes where this may be a consideration. Recent Asbestos Awareness course attended.	X		AF / I
	A working knowledge of applying the (Construction Design and Management) Regulations 2015	X		AF / I
	Current knowledge of the constraints and implications associated with listed buildings and experience of applying these to the maintenance and redevelopment of buildings		X	AF / I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Excellent communication skills both verbal and written, including the use of ICT	X		AF / I
	Excellent listening skills to be able to ascertain problems and create appropriate solutions	X		AF/I
6.	Written Skills			
	Excellent literacy and numeracy skills – able to produce and analyse reports containing complex data and transfer this into workable plans before communicating these as necessary.	X		AF / I
7.	Personal Qualities			
	Strong and proven organisational skills	X		AF / I
	Ability to work under pressure and to meet deadlines	X		AF / I
	Ability to work independently to tackle problems creatively and to think laterally	X		AF / I
	Self-motivated and a good time manager	X		AF / I
	A common sense approach to problem solving	X		AF / I
	An approachable and friendly attitude	X		AF/I
	Display an awareness, understanding and commitment to the protection and safeguarding of children and young people	X		AF / I
	Ability to attend evening / out of hours meetings if required	X		AF / I
	Ability to stay calm and use persuasion in dealing with conflict or highly pressured situations	X		AF / I

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
8.	Additional Requirements:			
	This post will be required to travel to other school sites – the appointed candidate must be able to drive and have access to a vehicle for business and commuting use	X		
	Out of hour's responsibility: in the event of an emergency or serious incident the post holder will be a point of contact and may be required to attend	X		
	Probation: this post is subject to a 6 month probation period	X		
	Due to the nature of this role, holidays may not be taken in August	X		
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau (if ticked as an essential requirement).	X		CRB Disclosure
	If the postholder requires a CRB disclosure the candidate is required to declare full details of everything on their criminal record.	X		AF (after short listing)