



### JOB DESCRIPTION

Colmers School & Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

<b>Job title:</b>	<b>Facilities &amp; Health &amp; Safety Manager</b>
<b>Department / Location:</b>	<b>Premises/ Facilities Team</b>
<b>Accountable to:</b>	<b>The School Business Manager</b>
<b>Salary Grade / Range:</b>	<b>TBC</b>
<b>Job Purpose</b>	
To be responsible for the operational delivery of all facilities maintenance and services including the facilities / cleaning staff and external contractors in order to provide an exceptionally well maintained, healthy and safe environment for students, staff and other users of the facilities. The post holder also undertakes the role of designated Health & Safety officer.	
<b>Work Performed</b>	
<b>1. School Facilities Management:</b> <ul style="list-style-type: none"><li>• Provide recommendations in relation to on-going facilities development and renovation programmes. This includes close liaison with the Business Manager to obtain and secure value for money and transparent completion of contracts.</li><li>• Manage relationships with external contractors and agencies with regard to contracted facilities services and facilities security.</li><li>• Monitor the day-to-day maintenance, repair and cleanliness of the school, ensuring that it is clean, tidy and safe.</li><li>• Conduct pre-planned, thorough checks and inspections of the school in addition to daily inspections, and keep up-to-date and accurate records as necessary.</li><li>• Efficiently order and supervise repairs as soon as possible, acting as an excellent project manager for small maintenance projects and improvement schemes, always ensuring that the best value for money is received.</li><li>• Organise meetings with the Business Manager monthly to monitor the day-to-day maintenance, repair and cleaning budget, ensuring value for money is always an important factor and the budget is consistently managed effectively.</li><li>• Play an active and effective role in assisting the Business Manager in preparing documents and specifications for small to medium projects.</li><li>• Ensures the security of the school by consistently adhering to and applying school procedures, e.g. locking all windows, doors and gates at the end of the school day.</li></ul>	

- Report any security issues or matters to the Business Manager or Headteacher immediately, and monitors these until rectified.
- Efficient operation of heating, water and electricity supplies and to carry out routine checks and minor repairs as necessary
- Ensure the school is clear of waste and pests in line with agreed procedures

To be responsible for carrying out security procedures for buildings, facilities and grounds including security patrols and inspections:

- Carry out security procedures including the opening of buildings and lock up procedures
- Respond to alarm call outs outside normal working hours or to ensure cover by a member of staff
- Liaise with contractors responsible for the provision of security equipment
- Prevent unauthorised access, trespass or parking of vehicles on the premises and grounds
- Ensure all site staff are trained in all relevant security procedures.
- Conduct thorough security checks on time and as specified, e.g. monthly CCTV checks, and weekly fire alarm checks, and maintain accurate records.

## **2. Health & Safety:**

Lead, monitor, evaluate and review the school's Health & Safety activities so that:

- Ensure that all working practices for the facilities staff comply with all relevant and current legislation, and fully understands how legislation affects such practices.
- Ensure that all cleaning practices are conducted safely at all times and by all members of facilities staff, e.g. storing cleaning products.
- Ensure that the school is safe for use daily by carrying out all thorough checks.
- Conduct thorough checks on equipment as necessary, in accordance with school procedures, e.g. PAT testing, and keep accurate records.
- Maintain all tools and equipment in an excellent state of repair, and effective staff training is always arranged to ensure safe usage.
- Ensure Health & Safety planning is fully implemented into the life of the school.
- Health and safety records, including serious incident reports, maintenance reports and associated records are maintained through close supervision of the Facilities team.
- Lead regular health and safety meetings that monitor the annual maintenance and checks, ensuring all relevant parties are aware of their responsibilities associated timescales.
- Attend all health and safety meetings and plays an active role in decision-making
- Oversight of the asbestos management plan, property-logbooks, fire register and the like that leads to full legal compliance.
- Close support for fire and other safety evacuations and the production of emergency plans, in close conjunction with both the Business Manager and the Headteacher leads to full legal compliance.
- Carry out thorough risk assessments as required, and effectively manage risks.
- Full completion of the statutory annual return document.
- A regular report on health and safety is provided to the Governing Body on a termly basis (three times per year).

### **3. Facilities Staff**

- Working with the Business Manager and HR Manager to recruit appropriate facilities staff.
- Line Manage and define day-to-day duties so that the facilities team provide quality support to teaching and learning and the administration functions of the school.
- Provide relevant on and off-site training including Health and Safety.
- Complete annual performance management reviews of assigned members of facilities staff, ensuring job descriptions are current and relevant.
- To hold regular weekly team meetings with facilities staff in order to address any issues arising and to bring these to an acceptable conclusion wherever possible

### **4. Administration & Record keeping**

- Oversee relevant records of Health & Safety activities ensuring that the appropriate policies and legal guidance and support is followed at all times.
- Always ensures that the equipment inventory is up-to-date and monitored, and places orders as soon as possible to maintain stock levels.
- Monitors equipment as required, in line with school procedures, to identify their state of repair, and organises any repairs in response immediately.
- Always ensures that the log for inspections is up-to-date and accurate, and any repairs needed are identified.
- Assists, and regularly leads, in obtaining tenders and quotes in liaison with the Business Manager.
- Control and manage devolved budget in line with financial procedures

### **5. Policies**

- Work with the School Business Manager, and other key staff to implement and maintain policies, relevant to the areas of responsibility.
- In particular, Critical Incident Plan; Business Continuity & Disaster Recovery Plan; Site Lockdown & Security Procedures; CCTV Statement within the Data Protection Policy; Accessibility Plan; Health & Safety Plan; Asbestos Management Plan; Statutory Testing Return

## **Responsibilities**

### **Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above procedure and information can be obtained from the jobholder's line manager.

### **People**

- Line management of the Facilities team, and indirect line management of the cleaning and lunchtime supervisory staff.
- Holding external providers to account through regular monitoring of contracts and work performed.
- In addition, the jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

**Staffing**

- Reports directly to the School Business Manager, who is also responsible for the post holder performance management and appraisal.

**Financial**

- Please see 'work performed'

**Physical and Information Resources**

- Please see 'work performed';

**Special Conditions of Employment****Rehabilitation of Offenders Act 1974**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If during the course of their employment the jobholder is arrested, or summonsed for an offence or receives a conviction, a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately.

Such information will be treated in confidence, so far as this is consistent with the safety of children and compliance with statutory child protection procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

**Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998, provided the disclosure is made in accordance with the provisions of that Act.

**Equality and Diversity**

Colmers School & Sixth Form College is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance

equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

#### **Training and Development**

Colmers School & Sixth Form College has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

#### **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job Description Reviewed by:** Mr Kevin Tranter (Business Manager)

**Date:** November 2016