

**JOB DESCRIPTION**

**JOB TITLE: Facilities Manager**

**GRADE: AS28 – AS32 (Support Staff Salary Scale)**

**REPORTING TO: Operations Manager**

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**ROLE OVERVIEW**

The Facilities Manager will be directly responsible to the Operations Manager for the provision of effective facilities, utilities and service support at Truro School and Truro Prep School. Involved in both strategic planning and the delivery of day-to-day operations the Facilities Manager will improve efficiency through increasing productivity, reducing operating costs and managing all related contracts to ensure that both schools have the most suitable working environment for its employees, pupils and their activities. This position requires someone who is flexible, willing to work weekends and evenings where necessary, and is able to solve problems.

**KEY TASKS AND RESPONSIBILITIES**

**Cleaning**

* Manage the cleaning contract
* Be the focal point for all liaison between the school and the cleaning contractors
* Carry out a regular cleaning audit of all buildings and follow up any remedial action with the contractor
* Hold meetings with the cleaning contractor to resolve any disputes or failings
* Ensure an effective cleaning programme is carried out to support all events
* Monitor and review the cleaning contract to ensure it remains fit for purpose and offers value for money submitting amendments to add or remove requirements as necessary

**Transport**

* Manage the contract for the lease of vehicles used by the school
* Manage the School’s transport fleet ensuring all vehicles remain roadworthy and legally compliant
* Provide an effective and efficient vehicle booking service
* Manage and co-ordinate the School’s bus service to and from school, to include airport runs
* Maintain a vehicle policy ensuring it is regularly updated to reflect any changes in the law
* Ensure all drivers and read and sign the vehicle policy before driving school vehicles
* Conduct regular checks of driver’s licences to confirm the correct license is held and to identify any new bans or restrictions imposed on the driver
* Provide additional driver training to school staff as required
* Control the issue of parking permits for staff

**Laundry**

* Provide the School with an effective laundry service
* Manage the laundry equipment contract
* Procure laundry equipment and consumables
* Organise regular servicing of laundry equipment
* Co-ordinate the reactive maintenance of laundry equipment

**Services**

* **Utilities**
* Monitor and regularly review all utility contracts to ensure they are renewed before they expire and the School is getting the best deal and paying the correct rate of tax
* Ensure regular meter readings are taken and recorded with the utility providers to produce accurate invoices based on actual usage, on a timely basis
* Manage all solar panel installations ensuring Feed In Tariff readings are submitted when due and solar panel installations are serviced on a regular basis
* Assist the Operations Manager with introducing and managing initiatives to reduce the School’s Carbon footprint and generate savings
* Monitor Government initiatives and where possible ensure the school takes advantage of them
* **Waste**
* Understand all waste streams generated by the School and manage contracts for the regular removal of all waste
* Monitor and review waste contracts to ensure they remain fit for purpose and offer value for money submitting amendments to add or remove requirements as necessary
* Ensure waste is held in a safe and tidy condition prior to removal from site
* Maintain accurate records of all waste transfer notes
* Ensure the School is registered to carry waste
* **Window Cleaning**
* Arrange periodic cleaning of windows and glass canopies
* **Pest Control**
* Co-ordinate the response to all reports of pest infestation
* Introduce and manage programmes of pest eradication
* **Telephones**
* Manage the contracts for the landlines and mobile phones reviewing tariffs to ensure the school gets the best deals
* Manage the School telephone system ensuring effective customer support, maintenance and the provision of advice to users
* Manage the allocation and use of staff duty mobile phones and maintain records of accounts
* Manage the provision of internet broadband to boarding houses
* **Rates**
* Review residential and business rates on an annual basis
* **TV Licenses**
* Ensure the correct licenses are held by the School
* **Water**
* Monitor consumption of water and waste
* Undertake periodic bacteriological testing of drinking water outlets

**Asset Management**

* Maintain a register of all furniture and equipment
* Process all requests for equipment, furniture and soft furnishings liaising with staff to help them assess requirements
* Place all orders for equipment, furniture and soft furnishings ensuring value for money

**Health & Safety**

* **General**
* Ensure all employees delivering facilities and service support to the School comply with Health and Safety regulations and are kept informed of any changes in legislation
* **Risk Assessments**
* Produce Risk Assessments for all activities conducted by the drivers, laundry, facilities and zero hours bank staff
* Check the Risk Assessments and Method Statements of all contractors involved in Facilities related work
* **COSHH**
* Maintain a register of all items hazardous to health used by the Facilities Department
* Ensure all items hazardous to health are stored securely
* Obtain safety data sheets for all products and produce COSHH Risk Assessments
* Ensure the correct processes are followed when using items hazardous to health and the correct PPE is supplied and used

**Fire Safety**

* Ensure Fire Risk Assessments are conducted and remedial action taken promptly
* Ensure all Fire Safety equipment is inspected and maintained on a regular basis
* Ensure Fire Safety hardware is regularly inspected and serviced
* Establish relationships and liaise regularly with the alarm monitoring company, to include intruder alarms
* Assist with co-ordinating responses to Fire alarm activation (drill and real)

**Budgetary Responsibilities**

* Responsible for bidding for and thereafter controlling funds to support the following areas:
* Cleaning
* Laundry
* Preventative maintenance – Soft Facilities
* Rates
* Tools, furniture and equipment
* Telephones
* Transport
* TV Licenses
* Utilities
* Waste
* Water

**Supervisory Responsibilities**

* Line management of the Facilities Assistants, Drivers, Laundry operator and any associated casual staff
* Manage any contractors working on Facilities related projects
* Complete staff annual appraisals and reviews
* Monitor working practices and review as necessary to ensure they are effective
* Monitor and minimise absence
* Keep employees motivated and appropriately trained
* Maintain accurate and effective records of control and audit systems, utilising electronic and paper records, for internal management and external audit purposes

**PERSON SPECIFICATION**

*Essential Criteria:*

* A good working knowledge of Facilities Management
* Good organisational skills
* Good spoken and written communication skills
* The ability to develop working relationships with a wide range of people
* Customer and client management skills
* The ability to manage a varied and complex workload
* The ability to manage large budgets
* Problem solving and decision making ability
* The ability to be a team player
* The ability to prioritise work
* Strong computer literacy skills
* The ability to organise people, equipment and facilities
* A positive attitude and be flexible and enthusiastic
* Sensitive to the Methodist ethos and traditions of the school

*Desirable Criteria:*

* BIFM qualification
* Transport Manager
* Fire Safety
* IOSH or NEBOSH
* First Aid at Work certificate
* A good working knowledge of Health & Safety and building management legislation

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed: Dec 2018**

**Reviewed by: Operations Manager**