

**Facilities Manager**

**Salary:** negotiable depending on experience

**Terms:** Permanent, full time

**Hours of work:** Monday – Friday 8am – 5pm (half hour unpaid lunch)**,** 25 days holiday per year rising to 30 days after five years’ service

**Reporting to:** School Business Manager

**The school**

Marylebone Boys' School is a Free School Academy which opened in September 2014. We are an inner-city boys’ school with a cohort of 35% disadvantaged students. We have approximately 700 boys in Years 7-11 and over 100 in the mixed Sixth Form. We will eventually have over 1000 students studying at our school.

We an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is “studio et industria”, which can be translated as “through application and hard work”.

We are in two brand-new buildings in the heart of the prestigious Paddington Basin area, one for Years 7-11 and one dedicated for Sixth Form, both on North Wharf Road.

**Main Purpose of Job**

As Facilities Manager you will be accountable for all on-site facilities across our two buildings leading on improvement projects across both sites. Responsibilities include buildings maintenance, security, cleaning, health, and safety, the letting of our facilities and contractors.

The post-holder is required to contribute to high standards and support the overall vision, aims and ethos of the school and manage the two on-site Facilities Assistants.

Management Responsibilities

1. Comply with the requirements of the Health and Safety at Work Regulations and take reasonable care for the health & safety for everyone onsite
2. Manage the Premises Team (including cleaning and lettings staff), to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises’ matters arising. Manage out of hours cover, investigate and respond to emergency callouts as needed
3. Responsible for efficiency of all maintenance contracts and utility provision
4. Key Holder and Officer in charge of site security including out-of-hours alarms
5. Maintain excellent electronic records
6. Proactively research updates and relevant changes to legislation and good practice and advise School Business Manager of actions arising

Oversight of Premises

1. Monitor and prioritise tasks list and monitor the progress/completion of tasks, ensuring all maintenance requests are logged on Every Compliance Software and carried out in a professional and timely manner
2. Liaise with contractors for all maintenance contracts, ensuring efficiency, value for money and safe working practices are in place, including operating a permit to work system ensuring all safeguarding requirements are met
3. Approve and monitor daily maintenance and repairs across whole school site e.g. lifts, kitchen equipment etc
4. Ensure all statutory checks are carried out and logged onto the Every system
5. Ensure asset management records are accurately maintained onto the Every system
6. Co-ordinate and assist with relocation of furniture across offices/classrooms (some manual handling required)
7. Co-ordinate the set-up of furniture for whole school events/parents’ evenings etc.
8. Ensure that risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified
9. Manage and oversee monitoring of school site e.g. refuse, heating and lighting systems
10. Undertake a weekly site walk to record issues and plan resolutions
11. Act as contact person for emergency services when required

Security

1. Act as Manager in charge of site security
2. Ensure site is secure addressing and resolving issues arising in a timely manner
3. Ensure all alarms are serviced and in good working order
4. Investigate any security concerns and refer or resolve
5. Access management –maintain fob access around school
6. Act as Responsible Officer for keys, ensuring SLT/ appointed key-holders have full instructions for Lock –up

Fire and Evacuation

1. Act as Chief Fire Marshal
2. Ensure procedures and plans are accurate and up to date
3. Ensure equipment is maintained
4. Ensure all signage around the school is accurate, current and H&S compliant
5. Plan annual fire training and fire marshal training and maintain accurate records
6. Undertake weekly fire alarm tests with premises staff, to ensure safety and maintain records
7. Undertake termly fire drills, ensuring fire marshal roles are fulfilled and any problems resolved
8. To ensure Lockdown procedures are up to date, circulated and regular drills are carried out.

Cleaning:

1. Ensure contract is delivered and contractors/staff carry out their duties to the standards required, following through where necessary
2. Ensure termly /annual deep clean/high clean is planned and carried out during holidays
3. Oversee communication with the cleaning contractor, feeding back promptly to resolve issues quickly
4. Oversee and monitor quality of cleaning
5. Direct premises staff where necessary for daily emergencies/cleaning requirements.
6. Ensure the front and rear external premises e.g. bike sheds, loading bay are tidy and clear of litter

**Lettings**

1. Liaise with Lettings Agent on potential and existing bookings,
2. Oversee all lettings, ensuring that appropriate induction for hirers is carried out including fire evacuation procedures, to ensure safe and efficient use of the site, resolving issues as they arise. To report any abuse of the letting system to the Lettings Agent and Operations Manager.
3. Ensure that the facilities being hired are prepared and set out for hire in accordance with the hire agreement and that the area is clear and clean ready for Academy use afterwards.

**Project Management**

1. To oversee and coordinate building and improvement projects ensuring all relevant processes are carried out including liaison with key stakeholders

Any other analogous duties as directed by the Headteacher and School Business Manager.

**PERSON SPECIFICATION**

**Experience in an educational welfare setting**

**Skills, knowledge and experience**

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|  | **Essential** | **Desirable** |
| **Qualifications**  | Accredited H&S Competent Person  | Project Management experience, experience with working with in compliance, H&S or evidence of basic practical competencies: plumbing, electrics, carpentry, low-level handy-man skills IOSH certification  |
| **Previous Work Experience**  | Experience in working as a Premises Manager, Project Manager or Assistant Project Manager Experience of working successfully in a demanding environment Experience of working within regulations and compliance at an operational level Experience of working effectively in an environment where attention to detail is critical  | Experience of working in a school setting. Application of Premises related skills in a school situation. Ability and experience of manual handling tasks/low level repairs  |
| **Professional Skills & Experience**  | Ability to use IT effectively – in particular: Basic Project management Excel – trackers and charts Word – high levels of competency for communication/e-mails etc Ability to work quickly and safely without compromising accuracy Excellent communication skills, both verbally and writtenProven ability to plan and prioritise work to cope with competing demands Ability to work effectively even when under pressure | Experience of using systems such as: Every System MS Teams & Sharepoint  |
| **People Management Skills** | Excellent interpersonal / communicationEvidence of ability to build good working relationships  |  |
| **Other Personal Qualities**  | Reliable and conscientious Ability to work to and meet deadlines Able to work within existing systems and procedures Calm, efficient, flexible and adaptable.  | Sense of humour!  |

**APPLICATION PROCESS**

* The deadline to apply for this role is 8.00am on Wednesday 29 June, *however we will interview suitable candidates upon receipt of suitable applications, therefore early submissions are encouraged.*
* Complete the application form fully, including the separate supporting statement (maximum 2 pages).
* The school cannot consider CVs due to safer recruitment processes.
* Send your applications to [jobs@maryleboneschool.org](file:///%5C%5CMBS-DC01.mbs.maryleboneschool.org%5CRMStaff%5CLocked%20Folders%5CPA%5CRecruitment%202020-21%5CAdmin%20roles%5Cjobs%40maryleboneschool.org%20).
* Contact us if you would like more information about the school or the position on jobs@maryleboneschool.org.

**INTERVIEW PROCESS**

* The interview process will include an interview and a series of tasks.
* We will only contact candidates who the school would like to interview.
* We will inform all invited candidates of the outcome of their application and offer feedback to those who are unsuccessful.
* We will only interview candidates who provide two satisfactory references in advance, of whom one must be your current Headteacher if you are currently working in a school.