

# Assistant Facilities Manager

## Job Description and Person Specification

**Post:** Assistant Facilities Manager

**Responsible to:** The Headteacher and the Governing Body of The Petchey Academy; under the day-to-day management of the Facilities Manager

**Responsible for:** Cleaning Team

**Remuneration:** Scale 6 (Point 18 -20) (£29,544 -£30,618 FTE)

**Status:** Full Time, Hours between 6am - 6pm on a shift basis

### Purpose of the Post

- To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.
- Support for the operational management of the Academy and Renaissance Centre Building and procurement functions throughout the Academy. Advise on value for money issues and the provision of an effective Cleaning service to all users
- To promote the academy ethos, culture and work in a positive light, encouraging and supporting colleagues demonstrating and establishing a commitment to quality learning environment and best practice.
- Day to day management of all Cleaning activities and staff including, cleaning and reactive works ensuring effective systems for heating and lighting and cooling.
- To maintain awareness and to advise the Facilities Manager on current and proposed Health and Safety issues relating to the premises and learning environment.
- To ensure that any Helpdesk requests are delivered on time and work in partnership with the elected staff and site team.
- Responsible for all Procurement of cleaning consumables and its management and to record and review all costs regularly
- To manage all site access including turnstiles, CCTV and Security systems and their PPM plans for the academy

### Specific Responsibilities:

- Support the Facilities Manager with up to date, secure maintenance records and electronic files, databases and management information regarding the Servicing and repairs of mechanical and electrical plant.
- To ensure that the academy cleaning and clinical waste and storage of materials meets all Health and Safety as far as reasonable and practical.
- To maintain monitor and review COSHH and report any changes around cleaning consumables.
- Effective management of cleaning staff and Facilities site staff in the absence of the Facilities Manager to ensure effective and efficient performance of their duties and to manage the process to ensure that service requirements are met.
- The management of the access contracts are procured maintained and records stored electronically
- Conduct operational meetings around cleaning are regular and any reviews or any actions or tasks are recorded and distributed within the cleaning team and Facilities manager.

### Main responsibilities

- Ensure that the academy is clean and fit for purpose using latest machinery and products conducive to best practice whilst using clinical and sanitizing methods.

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- Manage the Cleaning team ensuring all PPM are met and tasks / rotas are distributed and any reactive works from the Facilities or central team are carried out including all EMCs and lettings.
- Control and monitor the cleaning budget around consumables and to remain within budget guidelines and ensure quality and value for money and meeting financial regulations.
- Managing all contracts for all access control, CCTV automated gates and turnstiles.
- Support the Facilities staff with tasks and manage the Facilities Manager in his/her absence including meetings, reporting and any handover of tasks, systems or curriculum events.
- To ensure that all Academy minibuses and support vehicles are DVLA compliant and remain roadworthy & regular inspections mechanical and cleaning are carried and documented and the monitoring of fuel usage is recorded and transparent.
- Manage the washroom and clinical waste contract monitoring KPIs and all SLAs and ensuring compliance and environmental factors with any waste transfer documentation.
- Support the Facilities Manager with all forms of access and egress with pedestrian and public paths and gates ensuring that all are compliant, serviced and safe.
- Monitor the building temperature using the academies BMS system to ensure a balance working and learning temperature and requests from the Facilities helpdesk.
- Carry out risk assessments as assigned by the Facilities Manager on high risk areas or matters that require a risk assessment and document and store data.
- Responsible for ensuring working at height machinery, Petrol equipment and all tools and ladders are serviced, remain compliant and tools are maintained audited and stored securely.
- Support the Facilities Manager with the management of sports surfaces and Sports equipment including gym equipment are maintained and safe for usage.
- Work alongside staff and students with performances, assemblies and Celebration evenings and is managed throughout the event via EMCs and other documented items to support any events.
- Carry out regular inspections on cleaning and Facilities works with Facilities Manager and record findings and action.

### **Health and Safety**

- Carry out Occupational risk assessments as directed by the Facilities Manager on staff related issues.
- Ensure all Cleaning cupboards and associated storage rooms meets all COSHH guidelines with appropriate signage displayed and areas are secured at all times.
- Carry out weekly equipment checks and tests ensure cleaning equipment such as scrubber dryers and Hoovers remain safe and in working order.
- Deliver lectures or Inductions or toolbox talks around Health and safety matters with cleaning staff members and document their attendance to show evidence of training.
- Provide reports on any Health and safety issues or legislations that affect the academy and its operational use of plant or machinery.
- Ensure all tools including ladders and scaffolding are checked and stored according to the manufacturer's instructions, and visual checks are carried out and inspections are recorded thereafter.
- Ensure that all Facilities Staff are not exposed to occupational risks and vaccinations are carried out on Cleaning staff and data recorded and updated with OH.

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### **Security**

- Ensure that all security systems such as CCTV and turnstiles and visitor management systems remain operational and maintained and fit for purpose
- Lead on any CCTV incidents that require playback. Record any findings and record documentation in securely stored location
- Manage the processes around data protection and working with external agencies such as police, local authority.

### **Cleaning & Hygiene services**

- Support the cleaning staff and ensure all Washrooms and shower/changing facilities are cleaned and sanitized and have appropriate clinical disposal aids.
- Support the Facilities Manager with regular inspections and consumables ensuring value for money best practice and following COSHH guidelines.
- Manage the processes around sanitizing all drinking fountains both internally and externally
- With the Support of the Facilities Manager manage the Washroom contract ensure that all sanitary disposal units / aids are cleaned, exchanged according to the contract terms and all toilets occupy a ladycare unit and the contractor meets all terms of the contract including SLAs and KPIs and waste transfer note.

### **Contract Management**

- Monitor and review assigned contracts leading on quality, value for money, and service levels and if necessary KPIs on individual contracts. Monitor review dates and termination agreements avoiding pending rollovers.
- Design and implement a rolling 12 month Cleaning work plan. Linking contracts and any servicing of cleaning or washroom / Security plant or assets.
- To lead on and manage the lettings process to generate income for the Academy, including but not limited to, the MUGA, the Auditorium, the Academy car park.

### **Building and Project works**

- Support the Facilities Manager with any capital projects or refurbishments from contractor appointment to commissioning equipment or plant or any defects period of works and to work close with any appointed project team.
- Supervise all planned works meet all CDMs and safety controls and meet the project deadlines in the absence of the Facilities Manager and report any incidents to the Head of Finance and Business.

### **Sustainability**

- Ensure that all commercial and industrial waste is disposed of using BIFFA and WEEE directives
- Engage and develop with new sustainable initiatives around reusable materials or consumables reduction.
- Engage with students on external grounds and curriculum projects as assigned by the Facilities Manager ensuring green or environmental initiatives are foremost.

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### **Fleet Management (Minibuses and van Lawn tractor)**

- To lead on in the management of the academy minibuses and other vehicles ensuring vehicles remain compliant and fit for purpose.
- Monitor, manage and review the minibus working booking systems ensuring all data is recorded and drivers have current legal documentation to drive academy vehicles
- To support the vehicle DVLA processes annually and retain all documentation such as insurance and service records and vehicle tax.
- To manage the servicing and secure storage of the grounds tractor and mowers.
- Keep up to date records of all servicing & training records and users of the tractor.

### **Compliance and Supporting Personnel Management**

- Maintain accurate electronic records of all cleaning staff attendance and punctuality, leave and absence, and ensure that school policy and procedures are adhered to. Advising on appropriate action where necessary.
- Work with the Facilities Manager or HR Manager to coordinate and carry out staff risk assessments when asked.
- Ensuring that annual appraisals on cleaning staff are carried out in a timely manner and followed up and recorded.
- Ensure the cleaning staff Job descriptions are up to date and reviewed.
- Ensure that the cleaning team complete the PDR process in time and with support from the Facilities Manager
- Report any major incidents or accidents to the HSE on any such matters under RIDDOR in the absence of the Facilities Manager

### **General duties**

#### **Managing People**

- To direct the work of the Cleaning Team
- Take part in the Performance Management process both as a reviewee and/or as a reviewer

#### **Make a strong contribution to the day to day management of the Academy**

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you are responsible for.
- Act as a role model for staff and students through personal and professional conduct.

#### **Commitments**

All staff must be fully committed to:

- the highest possible expectations of all students;
- equity, diversity, inclusion and social justice;
- safeguarding and promoting the welfare of children;
- their own professional and personal development.

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### **EQUALITY AND DIVERSITY**

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

### **SAFEGUARDING CHILDREN**

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

**Note: This job description will be reviewed annually.**

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### Qualifications

\*Essential (E)/ Desirable (D)

1. Maths and English to GCSE grade C or equivalent (E)
2. Educated to a NVQ3/4 level or equivalent (E)
3. IOSH qualification (or part completion with a desire to complete) or equivalent experience (D)
4. Recent and relevant professional development (D)
5. Member of BIFM (D)

### Experience

6. Management of buildings and grounds and Sports Facilities (E)
7. Management Site / Estates staff in a school environment (D)
8. Evidence of managing BMS systems for reporting to management and other stakeholders (E)
9. Evidence of supporting and training teams related procedures and Health and Safety (E)

### Knowledge and Skills

10. Possess good written and oral communication skills, including proven ability to: produce concise and clear minutes of meetings and draft reports (E)
11. Knowledge of current Building legislation (E)
12. Knowledge of Environmental and Sustainability (E)

### Personal Qualities and Attributes

13. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
14. The ability to establish effective and appropriate relationships with students and staff.
15. The ability to relate well to parents, external agencies and the wider community.
16. Is flexible, able to work under pressure and meet deadlines.
17. Is a reflective and responds to change positively.
18. Understands the importance of professionalism and confidentiality.
19. Is a strong role model for staff and students.
20. Tact and discretion are fundamental requirements as is use of initiative.
21. Has a proven record of excellent attendance and punctuality.