



Blessed John Henry

Newman RC College

JOB DESCRIPTION

JOB TITLE	Facilities Manager
DEPARTMENT	Premises Team
GRADE	Grade 7

Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher. Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities, which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

JOB PURPOSE

Reporting to the Director of Support Services, responsible for the management of the PFI Facilities Management contract ensuring that it is delivered in line with contract obligations and to create and maintain a learning environment, which actively promotes positive learning.

Line management of the Catering Manager to ensure the efficient running of the service, ensuring that a nutritious and attractive offering is in place and that internal hospitality requests are catered for. To work with the Catering Manager to ensure the service is financially viable.

Supporting the Director of Support Services to ensure compliance with Health & Safety across the school, including the evaluation of risk assessments for school trips.

KEY TASKS

Premises

- Attend weekly Facilities Management (FM) meetings to discuss day to day FM delivery on site and monthly service delivery meetings with the PFI contractor and Oldham LA representatives.
- Monitor overall performance of the contract and KPI deductions.
- Monitor and evaluate the use of rooms and facilities in relation to student outcomes
- Liaise with external contractors where appropriate
- Monitor a strategic site maintenance plan implemented by the PFI contractor.
- Ensure the learning environment is clean, well-maintained and fit for purpose
- Ensure regular inspections take place and that records are kept
- Managing events and leading change to ensure minimum disruption to core activities

- Directing and planning for college events to ensure essential central services are maintained;
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- Responding appropriately to emergencies or urgent issues as they arise.
- Manage the Newman College Buildings Manager to ensure monitoring of the PFI FM team is effective;
- Manage the PFI Helpdesk coordinator to ensure items are reported to the helpdesk in a timely and efficient manner.
- To be accountable for a premises budget including the processing and monitoring of expenditure and support the budget setting and allocation process to determine future expenditure.
- To contribute to the development, planning and implementation of whole school strategies leading to the production of a 3 year budget for Devolved Capital.

Catering

- Line manage the Catering Manager, providing support and direction with respect to day to day operation of the service.
- Ensure the catering service runs efficiently, that working practices are effective and a breakeven position is achieved.
- Monitor the quality of meals provided ensuring the statutory nutritional standards are met
- To maintain the relationship with the SLA Provider to ensure that effective advice and monitoring of standards is maintained, including Health & Safety.
- Deploy mid-day supervisors to ensure a clean, calm atmosphere over lunch time

Health & Safety

- To monitor and implement the School's Health and Safety at Work policy in line with government legislation, and with the Director of Support Services responsible, act as the School's Health and Safety officer.
- Have an overview of Health and Safety including the development of policies
- Manage the college fire evacuation procedures on a termly basis and the annual fire risk assessment
- Ensure that critical incident planning is in place
- Undertaking risk assessments as appropriate
- Be responsible for first aiders to ensure we meet the statutory requirements
- Ensure there is effective and adequate signage for the buildings and site
- To assess risk assessments for school trips, ensuring that staff ratios, supervision and planning are sufficient and that preventative measures are in place to avoid any hazards.

Other

- Undertake Performance Management Review(s) and to ensure that staff development needs are identified
- Support the recruitment and induction of new staff as required
- Participate in the marketing and promotion of the school within the community and college events.
- Working with the exams officer allocate rooms for exams and ensure they are set up in a timely manner
- Monitor the school calendar/diary and update when necessary

STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
- Appreciate and support the role of other people in the team.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
- To be a qualified first aider.

CONTACTS

Pupils, staff, parents, external agencies.

RELATIONSHIP TO OTHER POSTS

Responsible to: Director of Support Services

	DATE	NAME	POST TITLE
PREPARED	6/6/2019	Kath Scott	Director of Support Services