



<b>JOB TITLE</b>	Operations Team –Facilities Manager
<b>GRADE</b>	G7
<b>REPORTS TO</b>	Operations Manager
<b>1.</b>	<b>PURPOSE OF JOB</b> To assist the Operations Manager in all the operational procedures of the academy in premises and health and safety matters in order to secure the safest possible environment is achieved and maintained for students, staff and visitors.
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS and DUTIES</b>
<b>Security</b>	
i.	Opening and/or closing, unlocking and locking of the academy gates and buildings.
ii.	Open and man the Academy entrance gates for the start and end of the academy day.
iii.	Monitoring and administering CCTV systems.
iv.	Ensure the academy CCTV policy is adhered to.
v.	Unsetting and setting of the academy alarm system.
vi.	Responding to, and resetting of, the school alarm, liaising with the police and alarm company.
vii.	Checking and securing the academy premises subsequent to out of hour’s intruder alarm activation.
viii.	Open and close the academy for evening and weekend use at times arranged.
ix.	Register as key holder and be a point of contact in an emergency call out situation if required.
x.	Ensure that the intruder alarm is tested weekly and the results are recorded.
xi.	Checking damage/security every morning on arrival at the premises.
xii.	To monitor, report and advise the Operations Manager/Principal on all security matters.
xiii.	To be aware of all out of hours activities at the Academy and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both Academy functions and outside lettings.
<b>General</b>	
xiv.	To monitor the day to day maintenance, repair and cleaning of the academy.
xv.	In conjunction with the Operations Manager to monitor the day to day maintenance and repair budget and the cleaning materials budget.
xvi.	To advise on a rolling programme of redecoration/refurbishment.
xvii.	To order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received.
xviii.	To assist the Operations Manager to prepare documentation for tenders or specifications for small to medium projects.
xix.	To develop appropriate monitoring procedures to ensure that the academy site is kept clean, safe and in a good state of repair and stocked with all necessary supplies.

xx.	To instruct and supervise the gardening contractor ensuring the academy grounds are maintained to a high standard.
xxi.	Ensure that all site staff work efficiently and effectively so that the site is maintained to a high standard.
xxii.	To set and monitor the academy heating and hot water systems.
xxiii.	Switching off all lights and appropriate electric plug sockets.
xxiv.	Read gas, electric and water meters as required.
xxv.	Be aware of the location of all stopcocks, gas and electricity meters as required.
xxvi.	Ensure that the boiler house is tidy and that no flammable material is stored there.
xxvii.	Using appropriate PPE replace, repair fluorescent tubes starters and fluorescent tubes.
xxviii.	To ensure that halls and other meeting rooms are set out as required for academy events and cleared away afterwards.
xxix.	To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.
xxx.	To monitor the performance of the cleaning contractor and liaise with the area manager to ensure a clean, tidy and well maintained academy environment.
xxxi.	To carry out emergency cleaning if required.
xxxii.	Returning to the academy between shifts if required.
xxxiii.	Maintain the upkeep and general care of the whole academy – inside and outside.
xxxiv.	Ensuring that external rubbish is stored appropriately.
xxxv.	Cleaning and tidying of the internal academy buildings.
xxxvi.	Cleaning of internal glass, internal and external door glass and the internal side of external windows.
xxxvii.	Cleaning of external windows at ground level.
xxxviii.	Sweep/jetwash paths, walkways and tennis courts, pick up litter and be responsible for the removal of all debris from paths, play areas, flowerbeds and all entrances.
xxxix.	To empty internal, external and communal rubbish bins daily and work with students on recycling initiatives.
xl.	Keep all areas of the academy clear of litter, particularly after break and lunchtimes, including emptying bins as appropriate.
xli.	Ensure that all refuse is disposed of promptly and stored away from the main building.
xlii.	Ensure that the cleaning of toilet and toilet areas is completed, and the replenishment of toiletries is carried out.
xliii.	General maintenance and minor repair work including; doors, windows, lightbulbs, toilet seats and flushes, furniture, tap washers (the list is not exhaustive but an example)
xliv.	Appropriate painting and redecoration as requested by the Operations Manager and SLT.
xlv.	General portage duties and moving of furniture.
xlvi.	Assisting teaching/support staff with simple tasks as requested.
xlvii.	Ensure that the necessary preparations are made for the external hire of the academy facilities.

xlvi.	Opening and/or closing, unlocking and locking of the academy gates and buildings for the hire of facilities.
xlix.	To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
i.	Receive and check goods and suppliers and take them to the appropriate place/person for storage.
ii.	To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded.
iii.	To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly.
liii.	To maintain stage and drama equipment, including stage lighting.
liv.	Ensure that PAT testing is done and keep accurate records.
lv.	Any other work requested by, deemed appropriate by the SLT and governors by agreement with the Operations Manager.
<b>Minibus</b>	
lvi.	Complete the weekly/pre-hire checks for the minibus, ensuring that all necessary equipment and paperwork is available in the minibus.
lvii.	Responsible for the general upkeep of the academy minibus.
lviii.	Deliver and collect the minibus for service/repairs/MOT
lix.	Clean minibus inside and outside weekly.
lx.	Notify the academy of any damage or wear and tear.
lxi.	Ensure sufficient fuel in the minibus for planned usage.
lxii.	On occasion may be required to drive small groups of students in the minibus.
<b>Health &amp; Safety</b>	
lxiii.	To be responsible for Health & Safety of the Academy site.
lxiv.	Maintain a register of Risk Assessments for operations undertaken by the site staff, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
lxv.	Ensure that the site staff use equipment in a safe manner and are appropriately trained.
lxvi.	Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
lxvii.	Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
lxviii.	Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.
lxix.	Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
lxx.	Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
lxxi.	Operate a permit to work scheme for all contractors and ensure that all contractors are in possession of a permit prior to starting work.
lxxii.	Continuously monitor compliance with health & safety regulations.

lxxiii.	Ensure that the fire alarm is checked weekly and a record of the test maintained.
lxxiv.	Ensure that all work areas and fire escape routes are kept clear of obstruction.
lxxv.	Ensure that the emergency lighting is checked weekly and a record of the test maintained.
lxxvi.	Ensure that the fire fighting equipment is checked weekly and any fire extinguishers that have been discharged are replaced immediately.
lxxvii.	To ensure that fire call points are tested weekly and results recorded.
lxxviii.	Ensure the site is checked weekly for any possible health & safety hazards.
lxxix.	Ensure that the water temperature checks are completed termly and records kept.
lxxx.	Keep water testing records, with regular shower head cleaning as required.
lxxxi.	All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the Academy's Health & Safety Policy and Procedures.
lxxxii.	Ensure that snow and ice is cleared to maintain access to all buildings for pedestrians, deliveries and emergency vehicles. Apply gritting material, where appropriate.
lxxxiii.	Monthly checks of roofs for pooling, loose tiles, plant growth etc.
lxxxiv.	Keep all hard surfaces free of moss and weeds.
lxxxv.	Disinfect drains and dustbins regularly.
lxxxvi.	Make safe any hazards and ensure the area is cordoned off.
lxxxvi.	Keep appropriate records of all incidents and make reports as necessary
lxxxvi.	Inform the Headteacher of any incident or suspected hazards and take temporary precautions as appropriate
<b>Administration</b>	
lxxxix.	To maintain the academy's equipment and plant inventory.
xc.	To place orders for items of housekeeping ensuring stock levels are maintained.
xci.	To order repairs and maintenance items in liaison with the Operations Manager.
xcii.	To maintain a log of all inspections and checks carried out.
xciii.	To establish and maintain a list of repairs / improvements.
xciv.	To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
xcv.	To maintain all tools and equipment in good repair and arrange for the training of site staff on their safe use.
xcvi.	To ensure mechanical equipment is inspected prior to each use.
xcvii.	To ensure power tools are inspected before use and are PAT tested as required.
xcviii.	To assist the Operations Manager with obtaining tenders and quotes.
xcix.	To carry out regular H&S inspections and Risk Assessments on own and with the Operations Manager.
c.	To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.
3.	<b>MANAGEMENT of PEOPLE</b> Staff training/training in order to ensure that health and safety standards are met and maintained.  <b>SUPERVISION of PEOPLE</b>

	Day to day supervision of contractors including checking the quality of work carried out.
4.	<p><b>CREATIVITY and INNOVATION</b></p> <p>The post-holder will be required to re-schedule work where/when necessary in order to fit within the academy working day and ensure tasks are completed.</p>
5.	<p><b>DECISIONS</b></p> <p><b>a) Discretion</b></p> <p>Limited scope for discretion. Post-holder will be working within clearly defined policies and procedures; may use discretion to reallocate work for example.</p> <p><b>b) Consequences</b></p> <p>Impact on the school would be quickly identified and easily remedied e.g. security or cleanliness of premises</p>
6.	<p><b>WORK ENVIRONMENT</b></p> <p><b>a) Work Demands</b></p> <p>The post-holder will be asked to carry out a number of tasks and will need to prioritise. However, this does not impact on the overall programme of work.</p> <p><b>b) Physical Demands</b></p> <p>Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling e.g. taking in stock, pushing use of buffer, moving furniture.</p> <p><b>c) Working Conditions</b></p> <p>Lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside academy premises.</p> <p><b>d) Work Context</b></p> <p>Post-holder will be at some risk working with cleaning materials/chemicals and equipment, may be at risk of abuse and aggression from trespassers, children, parents and carers.</p>
7.	<p><b>KNOWLEDGE and SKILLS</b></p> <p>Have a clear understanding of the cleaning standards required by the Academy. The post-holder must have in-depth understanding of Health &amp; Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p>

	Understanding or Provision and Use of Work Equipment Regulation. Knowledge of intruder alarms/CCTV and heating systems.
8.	<b>GENERAL</b>
<b>Job Evaluation</b> – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by Lincolnshire County Council	
<b>Other Duties</b> – The duties and responsibilities in this job description are not exhaustive. The Postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	
<b>Equal Opportunities</b> – The postholder is required to carry out the duties in accordance with Academy Equal Opportunities policies.	
<b>Health &amp; Safety</b> – The postholder is required to carry out the duties in accordance with the Academy’s Health & Safety policies and procedures.	
<b>All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>	

Job Description agreed by	Name	Signature	Date
Manager			
Postholder			