

## **Role Profile: Facilities Manager**

### **Purpose**

Reporting to the School Operations Manager, the Facilities Manager will play an integral role in the safe and efficient running of the school or schools under their remit, ensuring that the facilities and grounds deliver a brilliant student, colleague and parent experience.

The Facilities Manager is responsible for ensuring that the school is well maintained, and the infrastructure, facilities and equipment are safe, secure and fit for purpose. They will ensure full compliance with our legal obligations and the smooth operations of our estate.

The Facilities Manager will take pride in how the school is presented, have a can-do attitude to fixing things when needed: they are the guardians of high standards.

### **Key Responsibilities**

#### **Facility Management**

- Takes overall responsibility for premises and facility management across the cluster
- Health & Safety Coordinator for the school including preparing for and attending the H&S Committee meetings, overall compliance and ensuring that documentation is regularly updated. Supports the Operations Manager and wider school team in the preparation for and execution of regular internal and external H&S audits/reviews, and school inspections
- Accountable for ensuring facilities compliance across the cluster. Includes fire safety, the scheduling of fire evacuations and security lock downs
- Oversees an annual repair and maintenance schedule to include statutory maintenance and annual inspections in accordance with legislation. Reports all ad hoc defects and manages the timely repairs
- Conducts regular site walks to assess the presentation, function and working of the school grounds and facilities, creating action plans to address improvement areas
- Preparing the specification and managing minor works and refurbishments as and when required
- Managing third party contractors to complete facility repairs and upgrades
- Coordinate with third party contractors and the central project teams on capex improvement or development projects for the school
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation
- Responsible for site security, key holder duties, and ensuring open and closing of premises at designated times including weekends and events, as per agreed rota
- Where applicable - the Facilities Manager acts as the school transport coordinator for the school buses and vans (different for each school)

#### **Team management**

- Manage the site teams across the school or schools: including day-to-day guidance, advice, performance management and support. To set, role-model and monitor high standards. Includes managing the site team rota to accommodate in and out of school hours activities and lettings.
- Support the organisation and management of internal and external events that promote the school to prospective and existing parents such as open days
- Maintain liaison with other specialist health, safety and fire safety roles appointed within the Schools, to co-ordinate compliance actions and provide a central point of contact

- Provide and support SLT in development of property and facility development projects for the site(s)

## Person Specification

<b>Skills, Capabilities, Attributes</b>	<ul style="list-style-type: none"> <li>• Be a nice person who is likeable and can relate easily to others</li> <li>• Enjoys and is energised by interacting with others</li> <li>• A self-starter who can operate with autonomy and learns quickly</li> <li>• Ability to work well within a team, and lead a group of individuals with differing levels of experience and seniority</li> <li>• First class organisational and practical skills</li> <li>• Ability to remain calm under pressure with an organised approach to tasks, with attention to detail</li> <li>• Dedication to creating a school environment that is befitting of a paid-for education, and which enhances the student, colleague and parent experience</li> <li>• A keen eye for detail</li> <li>• Computer skills to a basic level: Excel, Word, PowerPoint and Outlook skills.</li> <li>• The role will necessitate both the oversight of the site team(s) and a hands-on approach, and therefore practical skills are highly desirable: these may include carpentry, painting and decorating, and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing facilities, ideally across multiple sites/locations</li> <li>• Experience of managing large complex events</li> <li>• Previous experience of working in a complex, busy, service-driven culture: ideally a school but this isn't a must-have</li> <li>• Degree or vocational qualifications in facilities management, H&amp;S (IOSH) etc</li> </ul>

## Diversity and Inclusion

We believe having a diverse workforce makes us better, smarter and happier and so welcome applicants from all backgrounds, genders, and races. We have an unwavering commitment to being fair and equitable in our recruitment process.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding & student/colleague wellbeing
- To ensure that safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.*

## Key Stakeholders

Internal – School SLT and Ops Mgr/Pod/SSC Ops Team/All school staff and students / Current Parents  
External – Prospective Parents/ Third Party Contractors /ISI Inspectors/External H&S consultants