



Henry Chichele
Primary School

Job description: Facilities Manager

Denfield Park Primary School and Henry Chichele Primary School are committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Facilities Manager

Salary: Grade H Point 14-20 £30147-£33950

Hours: Monday to Friday – Full Time

Contract type: Permanent

Reporting to: Business Manager and Headteacher

Overall Purpose of the Post

Working between the two schools each day, the successful applicant will ensure that all internal and external areas of the schools are clean, well-maintained and secure and that caretaking/cleaning tasks and minor maintenance tasks are carried out by self and/or other staff using the appropriate resources and equipment in a safe and efficient manner.

Promote Health & Safety around the school. To carry out semi-skilled repairs, maintenance and decorating tasks to both the buildings and grounds. Managing the cleaning team. All other aspects of facilities management, such as supervising external contractors and development planning

Main Responsibilities:

- Using own initiative, plan and carry out semi-skilled DIY maintenance and building work so that buildings, fixtures and fittings are safe to use and in good working condition.
- Monitor the condition of the building, heating system, alarms and other utility functions and report on any faults or damages that need immediate or longer-term attention to the Head Teacher or School Business Manager.
- Regular, recorded safety inspections of the buildings and grounds to ensure compliance with Health and Safety regulations. Carry out fire alarm testing and risk assessments for all site staff and contractors and report on matters needing attention.
- Maintain a schedule of required annual/periodic maintenance and testing and ensure the necessary services are arranged in a timely manner to comply with health and safety legislation.
- Check and operate the heating plant and replace light bulbs throughout the school buildings as necessary to ensure that heating and lighting comply with statutory requirements.

- Maintain the security of the school premises as the main key holder. Lock and unlock the premises at Denfield Park Primary School as required, including out of school hours when necessary. Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned. Advise the headteacher on all matters relating to school security and safety
- Ensure internal areas of the premises are cleaned to a high standard using appropriate equipment, materials and resources and supervising the work of the cleaning staff to this end. Clean up spillages as required in accordance with health and safety procedures or deal with as instructed by management. Cleaning of internal glazed areas and windows as required. Various periodic/deep cleaning duties during school holidays.
- Empty bins as required, including recycling boxes, and dispose of waste according to school policies on waste and recycling for efficiency and hygiene standards for all school users.
- Liaise efficiently with the Cleaner in Charge to maintain consumables such as soap dispensers, paper towels, toilet rolls and re-order stock as necessary to ensure an adequate supply. Receive, move and store deliveries to the school as required.
- Assist the Headteacher/School Business Manager to plan building projects, liaise with contractors for quotations in accordance with school financial systems and schedule work to be carried out on the premises. Ensuring work complies with the contract and meets the required standards of health and safety.
- Ensure that external areas are swept as necessary, litter picked and that rubbish is disposed of accordingly for the health and welfare of all users and the tidy appearance of the premises. Clear snow and ice from approaches to all premises and salt/grit to provide safe access when necessary.
- Carry out minor ground maintenance tasks to supplement the work of the school's ground maintenance contractors.
- Ensure health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users.
- Set up and move furniture and equipment as directed for the delivery of teaching and other school activities.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and comply with the School's policies and procedures relating to health and safety.
- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- Contribute to the overall ethos/work/aims of the school
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

This job description reflects the major tasks to be carried out by the post holder and identified a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and consequential changes will be carried out in consultation with the post holder.

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working alongside people as part of a team • An understanding that the needs and safety of the children and staff are of prime concern • Work effectively both independently and as part of a team • An awareness of the need for strict hygiene and cleaning standards 	<ul style="list-style-type: none"> • Experience of working in a school environment and/or primary school site management.
Requirements	<ul style="list-style-type: none"> • DBS Enhanced Clearance (post interview) • General maintenance and experience or expertise in areas of DIY 	<ul style="list-style-type: none"> • Have worked in an environment using similar skills • Relevant qualification or training in Health & Safety
Skills and Abilities	<ul style="list-style-type: none"> • Good strong organisational skills • Ability to be proactive and work on own initiative and manage own workload • Commitment to the security and wellbeing of the school • A willingness to undertake as necessary training in all aspects of the job including health and safety • Able to communicate verbally and in writing 	<ul style="list-style-type: none"> • Experience of security systems • Strong evidence of administration skills e.g. record keeping, monitoring sheets • Knowledge and experience of Health and Safety regulations
Personal qualities and attitudes	<ul style="list-style-type: none"> • Flexibility • To be a proactive member of the school community • Hard working • Honest • To respect confidentiality • Common sense and initiative • Ability and commitment to contribute fully to the tasks in school • To uphold the ethos of the school 	<ul style="list-style-type: none"> • An interest in professional self-development • A willingness to contribute to the wider life of the school
Physical requirements	<ul style="list-style-type: none"> • Fit and able to carry out duties • Ability to work at high levels unsupervised • Ability to deal with some heavy lifting 	

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact

Lisa Fleckney -Business Manager bursar@denfieldpark.northants-ecl.gov.uk or

Claire Griffiths Business Manager bursar@henrychichele.northants-ecl.gov.uk