Doot Title	Facilities Manager Crade V		
Post Title Reporting To	Facilities Manager – Grade K School Business Manager		
Specific Responsibilities	As a key strategic role in the management of the academy's services, the post holder will provide high quality leadership and management of the academy's non-teaching functions (estate management, health and safety, and administration) so that they run smoothly, efficiently, and effectively to ensure the best possible outcomes for all students.		
	<ul> <li>Take a leading role in the development and implementation of the academy's strategic improvement plans (Premises) and future resource requirements considering the performance improvement objectives, future funding projections, and other potential events and activities</li> <li>Responsible for developing policy in areas of responsibility and for managing the implementation of relevant strategies across the Academy</li> </ul>		
	Health & Safety:		
	<ul> <li>Be the designated lead member for the management of Health &amp; Safety across the Academy</li> <li>To work with the Business Manager to design, review and implement systems, policies, and procedures to ensure compliance with relevant legislation and identification of potential hazards and risks.</li> <li>To undertake an annual health and safety audit and draw up an action plan to be approved by the Senior Leadership Team.</li> <li>Investigating and reporting recommendations for high level H&amp;S incidents including RIDDOR.</li> </ul>		
	Contract Management:		
	<ul> <li>Responsible for high level external contract cleaning and catering contracts to ensure KPI's and deliverables are achieved.</li> <li>Management of all elements of the contract including regular contract meetings, Monitoring KPI's, scrutinization of invoices and supporting a smooth working partnership</li> <li>Review and analysis regular maintenance contracts at all academy Sites managed by the Academy Facilities Manager and initiating regular reviews of high spend contracts on a rolling basis to ensure best value achieved</li> </ul>		
	<ul> <li>Premises</li> <li>To oversee the Academy's strategic Premises Plan, including the asset management, repair, and improvement plan for the academy.</li> <li>To ensure that appropriate contracts are in place for statutory inspections and maintenance.</li> <li>To provide support and advice on all matters relating to health and safety.</li> <li>To ensure all adequate insurance (buildings, employer's liability, public liability, minibus etc.) is in place.</li> </ul>		
	Financial:		
	Review contracts on an annual cycle to ensure they remain best value and fit for purpose		

- Accountable for premises budget spend with monthly reporting to the Business Manager
- Overall accountability for premises and maintenance budget spend ensuring the procurement process followed, making spend decisions with regular budget spend review meetings with the premises team.
- Work with the Business Manager to maximise income generation through lettings and other activities

## Other Responsibilities:

- To attend committee meetings as required and prepare reports as required
- To promote the positive image of the Academy within the local community.
- To support the Business Manager to deliver organisational objectives
- To work effectively as part of a team.
- To maintain a visible, professional, and high profile within the Academy.
- To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise.
- To ensure an appropriate individual response to whole school priorities
- To engage actively in the Performance Management Review Process
- To implement all school policies
- To attend all meetings as directed
- To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.

## Responsibilities as a member of staff

- To ensure that the safety and welfare of all students is given priority at all times
- To support the ethos of the school at all times and demonstrate high staff standards of personal and professional conduct whilst at work and otherwise
- To ensure an appropriate individual response to whole school priorities
- To engage actively in the Performance Management Review Process
- To implement all school policies
- To attend all meetings as directed
- To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this appropriately.

## Personal Qualities the postholder is expected to be

- Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School
- Committed to ensuring the safety and welfare of all students at all times
- Committed to team work within all aspects of the school
- Proactive in terms of furthering their knowledge and skills
- Punctual for all commitments
- Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

	Essential/Desirable	How assessed*
QUALIFICATIONS		
Educated to NVQ Level 3	Е	AF/Cert
Professional qualification or Business-related qualification at	D	AF/Cert
Level 5 or above		
IOSH Health & Safety Certificate	D	AF/Cert
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP		
TO DATE/CURRENT)		
Significant post qualifying experience and in-depth	E	AF/IV
professional knowledge acquired through experience.		
Experience of effectively managing a team.	E	AF/IV
In depth knowledge of statutory requirements, procedures and	D	AF/IV
regulatory requirements relating to academies.		
High level of IT competence, literacy, and numeracy skills	E	AF/IV
Evidence of good interpersonal relationships		
PERSONAL AND PROFESSIONAL QUALITIES		
Strong persuasive, influencing and interpersonal skills with	E	AF/IV
the ability to communicate clearly and confidently.		
An eye for accuracy and detail, a completer finisher	Е	AF/IV
Excellent skills in strategic planning and management of	E	AF/IV
resources		
Clear analytical skills to allow the exploration, evaluation and	E	AF/IV
interpretation of information and opinions and utilisation of		
management information systems.		
Strong decision-making skills with the ability to make	E	AF/IV
decisions and recommendations based on the analysis of		
options.		
Capacity to work under pressure to meet deadlines and	E	AF/IV
organisational priorities.		
Good leadership skills and ability to inspire and challenge	E	AF/IV
colleagues.		
Commitment to staff's and own personal development.	E	AF/IV
Flexible in terms of working patterns and evolution of the role.	E	IV
Team-player, personable, emotionally intelligent with a sense	D	IV
of humour.		
Full clean driving licence (to include business travel)	E	Cert