



Castle View
Enterprise
Academy

Your Academy....Your Future

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| Post Title | Facilities & Centre Manager |
| Main Purpose of the Job | <ul style="list-style-type: none"> • Daily Supervision of Facilities, Services and Contracts • Daily Supervision of Facilities Staff • Ensuring the provision of a high quality teaching and learning environment in the Academy and Sports Centre |
| Responsible to | Principal |
| Responsible for | The continuity of services, supplies and equipment essential to the smooth running of the teaching and learning within the Academy and the Sports Centre |
| Academy Type | The Academy is a publicly funded independent secondary Academy for pupils aged 11 to 16 |
| Grade | P02/E SCP 29-32 (£35,411 - £38,296 <i>Pay Award Pending</i>) |
| Contract Type | <p><u>Additional Payments</u></p> <ul style="list-style-type: none"> • The salary is inclusive of all overtime, call-outs and allowances for work between 6:30am and 9:30pm Monday-Friday, and from 9:00am to 5:00pm Saturday and Sunday. • Outside these hours overtime will be paid for additional hours worked. • For call-outs outside of the above hours, in excess of two per month, two hours will be paid at overtime rates <p><u>Contractual Hours</u> 37 hours per week, these can be flexible to meet the needs of the Academy</p> <p><u>Weeks per year</u> 52 weeks per year</p> <p>Provide an opening and closing service for the buildings in the absence of a Security Officer</p> <p>As and when required, to cover for staff absence in the Facilities Team (holiday and sickness) and during the school holidays, the Facilities and Centre Manager will alter their hours to a split shift to cover the 6am start and 6pm finish.</p> |
| Disclosure Level | Enhanced |

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| Expectations | <p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme. |
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| Main Responsibilities | <p>Buildings and Grounds Maintenance Management (including the sports centre)</p> <ul style="list-style-type: none"> • Responsible for the maintenance and repair activities of academy premises, grounds and equipment to ensure the continuity of services, supplies and equipment • Ensure minimum disruption to teaching and learning and the continued availability of services, supplies and equipment • Plan and schedule routine and long-term maintenance tasks and ensure that work tasks are being met • Plan and implement all essential facility contracts and SLA's to ensure all services run smoothly • Supervise and co-ordinate work of contractors • Check that agreed work by staff and contractors has been completed satisfactorily and follow up on any deficiencies • Ensure that all requests for repairs and maintenance are: <ul style="list-style-type: none"> ○ Logged in the appropriate system ○ Carried out in a timely manner ○ Document all such repairs and record when completed ○ Inform relevant persons of completion • Carry out a daily inspection of the academy premises and to ensure that no hazard prohibits the safe use of the building • Record any issues and bring to the attention of the Principal, when necessary • Report immediately any damage that occurs to the Academy buildings or the need for any repairs • Where necessary carry out minor repairs/maintenance which may include (not limited too): <ul style="list-style-type: none"> - Painting and decorating - Basic plumbing and joinery - Maintenance and clearing of drains, traps, sinks and gutters - Replacement of light bulbs, tubes and starters, fuses etc - Replacement of ceiling tiles - Glazing • Operate heating systems to maintain required temperature in the Academy and ensure that an adequate supply of hot water is available • Record meter readings (gas electric water) on a weekly basis, bring any irregularities to the attention of line manager • The collection and removal of refuse following the Academy's recycling policy, including securing confidential waste and arranging disposal • Responding appropriately to emergencies or urgent issues as they arise |
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- Ensure access to the workplace is planned and agreed in advance to negate abortive work and duplication of effort

CVCFC (In conjunction with CVCFC staff)

- Overseeing the running of Sports Centre alongside the Contracts Manager
- Ensuring the Centre is being run in line with the Service Level Agreement in place between CVCFC and the Supplier
- Act as the day to day point of contact for all management and operational issues relating to the CVCFC
- Monitor or undertake pool water chemical balance readings as part of daily operation of the pools as necessary
- Monitor utility use on agreed frequencies and to develop energy efficiency working towards reducing levels of energy consumption
- Carry out regular checks on plant & equipment as specified by the manufacturer
- Ensure that all tasks & activities are undertaken in accordance with the NOP and Health and Safety Policy, including the activities of contractors
- Carry out assessment of damage to equipment, fixtures & fittings & where possible carry out minor repairs or report the need for repairs through the relevant procedure
- Monitor response times to repairs to ensure minimal disruption to service provision
- Assess potential new equipment prior to purchase to ensure suitability, fitness for purpose & energy impact
- Carry out various routine checks as part of the Health & Safety management of the facility
- Carry out routine inspections of sports equipment as appropriate to ensure the equipment is safe for use
- Carry out legionella prevention checks and ensure records are kept and maintained
- Ensure that legally required routine maintenance is carried out at the recommended frequency
- Ensure effective stock control with respect to maintenance elements including pool water chemicals

Porterage

- Moving furniture and equipment around the Academy premises as required
- Preparing the Academy for meetings, assemblies, events etc. by putting out/putting away chairs/ tables and ensuring fire exits etc. are clear
- Receiving inward delivered goods and assist with unloading/storing and delivering as required
- Move furniture as requested by Cleaner in Charge, particularly during periodic cleaning

Security

- Ensure the efficient daily locking / unlocking of Academy, Academy gates, doors and windows
- Assist the Facilities Supervisor in planning and prioritising the work of the security staff ensuring 24/7 cover
- Help to maintain a key management system

- Control and issue proximity cards to all staff
- In emergencies assist to ensure the premises is secure e.g. boarding up of windows
- Build relationships with community police

Personnel Management

- Supervise the Facilities Assistant, Facilities Apprentice, the Security Staff and Cleaning Staff
- Assist with reviews and attendance management interviews as required for the facilities staff
- Arrange, minute and hold team meetings with above staff once per half term
- Attend meetings relating to role as necessary

Cleaning Service Management (including the sports centre)

- In conjunction with the Cleaner in Charge plan, prioritise and supervise the work of the cleaning staff
- Ensure high standards of cleanliness are maintained in all areas of the Academy and Sports Centre
- Regular check of stock control for cleaning and maintenance to ensure orders are placed timely and appropriately

Finance Management

- Ensure that adequate supplies of appropriate and essential products are maintained
- Calculate and compare costs for required goods and services to achieve maximum value for money
- Assist the Principal and Finance Director with business planning
- Focus on using best business practice to improve efficiency by reducing costs

Additional Training

- Be able and willing to undergo any additional training as required by the Academy (internal and externally)

Leadership

- Undertake responsibility for other areas of activity as they develop by making suggestions for improvements
- Manage and lead change to ensure minimum disruption to core activities
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body.

Health & Safety Management

- Maintain Health & Safety files and Risk Assessment Records
- Offer advice, guidance and training on Health & Safety to staff as required
- Have overall responsibility for the Academy Minibus. Ensure that maintenance and cleaning is carried out and that the minibus is kept in good working order at all times
- Ensure safe storage of equipment and materials
- Maintain COSHH register and Safety data information for products held on site

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| | <ul style="list-style-type: none">• Ensure protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with H & S requirements• Plan and operate a snow clearing and salting path strategy• Check fire equipment and regularly test alarms• Maintain Fire Evacuation plan and communicate to all staff• Ensure annual PAT Testing of all portable electrical appliances is carried out and maintain appropriate records <p>General</p> <ul style="list-style-type: none">• Carry out other reasonable duties as requested by the Principal or the relevant line manger |
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Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

| CRITERIA | ESSENTIAL = E DESIRABLE =D |
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| Experience | |
| Leading, managing and motivating large teams of staff, and delegating effectively | E |
| Successful property management experience | E |
| Experience of creating and delivering planned maintenance programmes and associated reporting | E |
| Managing and implementing change to improve and develop services | E |
| Ability to communicate effectively in a variety of written and verbal formats with a wide range of stakeholders | E |
| Personnel management including recruitment, induction, development, performance, attendance and conduct management | E |
| Business continuity management planning and implementation | E |
| Accountability for the quality and standards of FM services | E |
| Previous experience leading an Academy/School team of facilities staff | E |
| Knowledge / Skills | |
| Operate management systems for the management of health & safety | D |
| Sound knowledge of personnel management procedures and good practice | D |
| Negotiating and managing competitive contract terms for FM contracts | D |
| Organising and preparation of duty rotas | E |
| Confident use of MS Word, Excel and Outlook | E |
| General Maintenance and DIY skills | E |
| Excellent time management skills | E |
| Knowledge of technological plant operation | E |
| Ability to ensure continuous development and improvement of services to the Academy | E |
| Comprehensive knowledge of health & safety legislation | D |
| Ability to work effectively and supportively as a member of the Academy team | E |
| Knowledge and understanding of Building Management System | D |
| Qualifications/Training | |
| Property based qualification and/or membership of the BIFM or a similar appropriate professional body | D |
| Qualification in Health and Safety and Environmental Legislation | D |
| Health & Safety training on site specific Risk Assessments and Local Method Statements. IOSH Training | D |
| Personal Qualities | |
| Proven commitment to continuous professional development. | E |
| Willingness to be contacted at home in cases of emergency. | E |
| Ability to use own initiative | E |
| Able to work under pressure and to tight deadlines | E |
| Flexible, reliable and conscientious | E |
| Enthusiastic and self motivated | E |
| Pleasant manner when dealing with colleagues and students | E |
| Having high standards | E |
| Good attendance record | E |
| Physically Fit | E |
| Willingness to maintain confidentiality on all Academy matters | E |