



Job Description

Job Title:	Facilities Manager				
School/Location:	Benfield School				
JE Code:	AA2615	Evaluation:	472	Grade:	N6
Date:	September 2010		Status:	Final	
Responsible to:	Operations Manager				
Responsible for:	Site Staff				
Job purpose:	To provide professional and efficient caretaking and maintenance service across all school premises.				

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To ensure that quality assurance is reflected in all aspects of premises management including cleaning
2. To delegate to site staff any of the following responsibilities as deemed appropriate.
3. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other users and that all referrals are routes through the appropriate staff.
4. To receive instructions from the Head Teacher or SLT on matters relating to site maintenance.
5. Accept responsibility for the security of the premises including the locking of doors, setting alarms, etc and undertaking call out duties.
6. To act in accordance with the school's policies and procedures established by the Trust Estates Manager.
7. To be responsible for the day maintenance of the swimming pool, ensuring that all current Health and Safety requirements are met.

8. To monitor heating levels, on a daily basis if necessary, and ensure consistent levels of provision. This includes checking controls and arranging for the cleaning and periodic maintenance of the heating system and associated plant in their inspection.
9. To carry out maintenance/compliance checks for the site as directed by the Trust Estates and Premises Manager and ensure accurate record keeping is carried out in a timely manner.
10. Routinely to check all firefighting, fire alarm and emergency lighting systems and coordinate their necessary maintenance and inspections.
11. Organise and assist with general portering duties including the movement of equipment and the setting up of furniture.
12. Ensure that external areas including border, pathways and yards are free from debris.
13. To maintain staff records and complete forms required within the scope of the postholder.

Trust responsibilities

14. Work to fulfil the vision and values of the trust.
15. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
16. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
17. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
18. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
19. Participate in appraisal, training and development and other activities that contribute to performance management.
20. Attend and participate in regular team and 1:1 meetings.