

# Facilities and Premises Lead

Grade: 7 (Approx £33,143)

All year round, 37 hours per week.

## Core Purpose:

- To manage the daily operations of the school's facilities and premises.
- To be responsible for all health and safety processes and procedures

## Main duties and responsibilities include:

- To manage the school facilities and premises ensuring that they are maintained to a high standard.
- The management of all aspects of building maintenance and any related projects works, working with the Finance, Facilities and Premises Manager to develop a strategic plan for the development and improvement of school facilities.
- Take responsibility for the production, implementation and monitoring of the Health and Safety Policy.

## Key Duties:

### Buildings and facilities

- To oversee and direct the school premises staff in their daily work schedules.
- To work with external contractors to agree works to be completed and to support the delivery of those works within a timely manner.
- To oversee the effective operation of the school's cleaning contracts and to act as first point of contact for any catering contracts, particularly in relation to health and safety and food hygiene.
- Purchase, repair and maintenance of all furniture, equipment and fittings.
- Management of all aspects of any building projects and maintenance work undertaken on the school premises.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Prepare and ensure adherence to maintenance schedules (including equipment testing), and the efficient operation of all plant and facilities on the premises.
- Take responsibility for the school fleet including onboarding of new vehicles, coordination of leases and overseeing maintenance.

### Health and Safety

- Work with the LA Health and Safety team to ensure that the Health and Safety Policy is regularly updated and compliant with local and national regulations.

- Monitor and implement the school's Health and Safety policy, including all Risk Assessment procedures and ensure compliance with regulations.
- Advise staff on Health and Safety as appropriate.
- Ensure H&S issues, accidents and near miss incidents are reported appropriately and in line with school policy.
- In line with current Health and Safety Legislation, ensure the safe maintenance and security operation of all school premises.
- Act as the schools Fire Officer and ensure fire practices and alarm tests are planned, performed and recorded.
- To lead the school's lockdown procedures, implementing the school's policy and ensuring that the procedures are tested on a regular basis.

#### **IT Infrastructure**

- Work with IT support services to develop, manage and maintain the school's IT resources.
- Provide advice and guidance to staff for initial IT queries, acting as 'triage' before referring to external support services.
- Allocation of new hardware and devices to users and centres for students' use.
- To oversee the effective running of the school's phone systems.
- Coordinate the roll out of any new software across the school.

#### **Generic**

- The post will require travel across all centres so the ability and willingness to drive is essential.
- Participate in training and other learning activities and performance development (appraisal) as required.
- To undertake any other reasonable duties requested by the Director or designated member of staff.
- Promote the welfare of children and young people and at all times and ensure safeguarding policies and procedures are followed.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Level 2 Literacy and Numeracy qualification	E	
Education to A level standard or equivalent (or at least 2 years work experience in a similar role)	E	
A formal qualification in facilities, administrative management or school business management		D
<b>Knowledge and skills</b>		
Knowledge of health and safety, particularly within a school context	E	
Knowledge of IT systems and processes	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Excellent attention to detail	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Effective communication and interpersonal skills	E	
<b>Experience</b>		
Successful leadership and management experience in a school, or in a relevant field outside education	E	
Experience of working with a range of contractors or external stakeholders to deliver a service	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
<b>Safeguarding</b>		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Safeguarding and Child Protection training		D
<b>Other</b>		
Driving license and willingness to travel	E	