

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Facilities Manager
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>To lead and manage the day-to-day maintenance of the Academy’s buildings and grounds, ensuring that all Health and Safety Regulations are adhered to; thus ensuring the Academy remains a clean, safe and secure environment for all its students, staff and visitors.</p> <p>To provide, advice and guidance to the Academy Leadership Team and stakeholders within the Academy on all matters surrounding the buildings and grounds.</p> <p>To oversee a team that is dedicated to ensuring the fabric of the Academy is something they can be proud to say they create and maintain.</p> <p><b><u>Key Accountabilities</u></b></p> <p><b>Premises &amp; Facilities</b></p> <ul style="list-style-type: none"> <li>• Create, maintain and monitor an annual schedule of general maintenance tasks.</li> <li>• Ensure the Academy site (to include both buildings and grounds) comply with all appropriate legal and school standards, and in accordance with current Academy policies. This includes, but is not limited to, Legionnaires Disease, Asbestos, Fire Alarm, Intruder Alarm, Fire Appliances, Portable Equipment Testing etc</li> <li>• Ensure Test Certificates are up-to-date and organise annual maintenance checks in a timely way, at the correct intervals.</li> <li>• Draw up specification and scopes for minor building works and projects obtaining quotations for works in accordance with school policies.</li> <li>• Create, manage and monitor a system for reporting on and actioning repairs and maintenance issues.</li> <li>• Liaise with contractors to obtain quotes for repairs, refurbishments and maintenance. Organise timings of works with contractors and be responsible for contractors whilst on the site.</li> <li>• Maintain and update the schedule of contractors and ensure they meet the necessary criteria in respect of suitability, qualifications and public liability insurance; and to liaise with HR and Office Administrator to ensure they are all compliant in terms of DBS and other statutory requirements.</li> <li>• Establish a safe system for out of hours emergencies and be primary keyholder.</li> <li>• Manage and be responsible for facilities budgets.</li> <li>• Organise workload and supervise all members of the site team. Coordinate working hours of team to provide uninterrupted cover during hours that school is open to staff, and to meet the requests of staff.</li> </ul>

**Health & Safety (H&S)**

- Ensure the Academy meets its statutory obligations in all areas relating to Health & Safety.
- Be responsible for maintaining and reviewing the H&S policies, risk assessments and systems of work for the facilities team.
- Maintain and review, and where appropriate for new tasks, produce safe systems of work and risk assessments for facilities tasks.
- Ensure all H&S training for facilities team is relevant and up-to-date, and be responsible for ensuring that all appropriate staff are suitably COSHH trained.
- Management of all required safety records, inspections and maintenance including, but not limited to, water hygiene, fire alarms, emergency lighting firefighting equipment, PAT testing etc
- Complete, maintain and issue reports relating to accidents, and ensure that RIDDOR reporting to HSE is completed when appropriate.

**Supervision and Management**

- This post has responsibility for the facilities team, for managing day-to-day activities and for the strategic development of the team to meet future Academy needs.
- Under the current system the post holder will directly line manage the Facilities Supervisor, and have oversight of the rest of the team which includes a Facilities Assistant and a team of both daytime and evening cleaners.
- The post holder has direct responsibility to the Director of Finance, but will also liaise with all members of the Academy Leadership Team.

**General**

- To promote the agreed vision and aim of the Academy and set an example of personal integrity and professionalism.
- To continually be looking where systems and practices can be improved to enhance the Academy environment, improve compliance or improve efficiency of the operation.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The job description is not necessarily a comprehensive definition of the post. It will be revised at least once a year, but may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>Reporting to:</b>	Director of Finance and Academy Leadership Team
<b>Responsible for:</b>	Providing an effective and efficient facilities operation, with the result of an Academy that can be proud of its environment and meets all the necessary statutory and regulatory requirements and being pro-active in bringing to the Academy Leadership Team any operation improvements that can be made.
<b>Liaising with:</b>	Principal, Vice Principal, Director of Finance, HR Team, Finance Team, external parties (eg contractors) as appropriate, staff and students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	Salary & hours subject to negotiation & experience.
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Appraisal process.

**Section Two**  
**Professional Duties and Responsibilities**

<b>Ethos</b>	All academy post-holders are expected to support the sponsor’s vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
<b>Self-Development</b>	To continually seek development opportunities to improve personal performance. Line manager / Vice Principal is advised of training needs. Development opportunities are sought/acted upon.
<b>Attitude</b>	To act as a professional and positive ambassador for the academy in order to support the academy’s mission and profile. Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
<b>Policy promotion</b>	To actively promote the academy’s Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy’s Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy’s activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.