

Post Title	Facilities Manager – Grade K
Reporting To	School Business Manager
Specific Responsibilities	<p>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.</p> <ul style="list-style-type: none"> • 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 • Responsible for developing policy in areas of responsibility and for managing the implementation of relevant strategies across the Academy <p>Health & Safety:</p> <ul style="list-style-type: none"> • Be the designated lead member for the management of Health & Safety across the Academy • 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. • To undertake an annual health and safety audit and draw up an action plan to be approved by the Senior Leadership Team. • Investigating and reporting recommendations for high level H&S incidents including RIDDOR. <p>Contract Management:</p> <ul style="list-style-type: none"> • Responsible for high level external contract cleaning and catering contracts to ensure KPI's and deliverables are achieved. • Management of all elements of the contract including regular contract meetings, Monitoring KPI's, scrutinization of invoices and supporting a smooth working partnership • 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 <p>Premises</p> <ul style="list-style-type: none"> • To oversee the Academy's strategic Premises Plan, including the asset management, repair, and improvement plan for the academy. • To ensure that appropriate contracts are in place for statutory inspections and maintenance. • To provide support and advice on all matters relating to health and safety. • To ensure all adequate insurance (buildings, employer's liability, public liability, minibus etc.) is in place. <p>Financial:</p> <ul style="list-style-type: none"> • Review contracts on an annual cycle to ensure they remain best value and fit for purpose

	Essential/Desirable	How assessed*
QUALIFICATIONS		
Educated to NVQ Level 3	E	AF/Cert
Professional qualification or Business-related qualification at Level 5 or above	D	AF/Cert
IOSH Health & Safety Certificate	D	AF/Cert
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/CURRENT)		
Significant post qualifying experience and in-depth professional knowledge acquired through experience.	E	AF/IV
Experience of effectively managing a team.	E	AF/IV
In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies.	D	AF/IV
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 the ability to communicate clearly and confidently.	E	AF/IV
An eye for accuracy and detail, a completer finisher	E	AF/IV
Excellent skills in strategic planning and management of resources	E	AF/IV
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems.	E	AF/IV
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.	E	AF/IV
Capacity to work under pressure to meet deadlines and organisational priorities.	E	AF/IV
Good leadership skills and ability to inspire and challenge colleagues.	E	AF/IV
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 of humour.	D	IV
Full clean driving licence (to include business travel)	E	Cert