



**Westcliff High School
for Boys**

JOB DESCRIPTION

**Facilities and Premises Manager
(Full Time)**

INTRODUCTION

This is an exciting opportunity for a suitably qualified and experienced individual to take on an important and highly visible role at this high performing School.

We are seeking an inspirational and self-motivated individual to lead and manage the School's premises and facilities, and its Health and Safety arrangements. The successful candidate will report directly to the Headmaster, and provide leadership and management of the facilities and cleaning teams and undertake the role of the Health and Safety Officer for the School.

The successful candidate will have proven experience of managing others, project management, preparing reports, 'trouble shooting', and developing effective relationships with colleagues and external partners. They should have a track record of outstanding professional conduct, and a commitment to providing services of the highest quality.

Westcliff High School for Boys is proud of its record in providing outstanding educational opportunities for our pupils and staff, and the quality of the environment in which we work, both internally and externally, is considered a fundamental aspect of that provision. The site team is responsible for providing a professional support service to ensure the School's buildings and grounds are, at all times, maintained to the highest possible standards for pupils, staff and visitors.

The Facilities and Premises Manager is a trusted key holder for the School's premises and will understand the importance of site security, thus upholding a genuine commitment towards the safety and security of all site users.

Due to the nature of the post and the postholder's reporting responsibilities, flexibility will be required in relation to the need to take calls out of School hours in the event of emergencies (see responsibilities noted below), the need to attend some evening events, and to liaise with the Headmaster concerning leave arrangements to ensure appropriate cover during School holiday periods, whilst site projects and maintenance work is in progress.

The postholder will provide a professional and courteous service, bringing high level communication skills, both verbal and written. A high level of attention to detail is essential, as is a genuine interest in becoming an active and valued member of our School community, involved in the wider life of the School.

SUMMARY JOB DESCRIPTION:

DURATION

This is a permanent position, full time, year-round.

SALARY

Point 33 (currently £44,075) – negotiable

LINE OF RESPONSIBILITY

The Facilities and Premises Manager reports directly to the Headmaster.

LOCATION AND CONTRACT DETAILS

The Facilities and Premises Manager will normally be based on the School site, but may be required to work elsewhere from time to time in order to fulfil his/her responsibilities. This is a full-time, year-round post. The normal working week is 37 hours. The leave entitlement is 25 days per year, rising to 28 days after 5 year's service. Due to the nature of the postholder's responsibilities, leave must normally be taken during School holiday periods.

JOB CONTENT

The key responsibilities of the Facilities and Premises Manager are outlined below.

Key responsibilities:

- Lead on the day-to-day management and security of the School's site, including the preparation and delivery of an annual costed Premises Management Plan, together with plans for internal site maintenance planned for School closure periods.
- Responsibility for planning and oversight of daily work and maintenance schedules for site staff, and handling related matters arising day-to-day to ensure the smooth running of the site. This includes responding to emergencies and unplanned incidents promptly, demonstrating initiative, and liaising with the Headmaster and other senior staff as may be necessary in order to minimise disruption to the core business of the School.
- Monitor the condition of School's premises through regular and frequent scheduled inspections, ensuring any matters requiring attention are dealt with and resolved promptly under the postholder's own initiative.
- Lead and manage the School's Facilities and Cleaning Teams, holding regular meetings with the staff, communicating clearly concerning routine work schedules and other planned tasks, and responding to

emergencies as may arise. The postholder will line manage all site staff, ensuring effective accountability of staff, and providing support and guidance as necessary to promote effective team working.

- Plan and organise training for site staff in connection with their daily responsibilities, equipment handling, and health and safety matters, including compliance with COSHH training and reporting.
- Provide operational and logistical support in connection with reorganisations and refurbishments of the School's premises, liaising with and updating the Headmaster regularly, also ensuring excellent communication with the Director of Finance and Accounting, external contractors and others as necessary, and all staff potentially affected by such matters.
- Liaise with external suppliers/contractors regarding the procurement of contracts for routine maintenance (for example, annual maintenance contracts), providing support to the Headmaster and Director of Finance and Accounting with formal competitive tendering processes in accordance with the School's financial procedures.
- To provide support to the Headmaster in the management and delivery of works in connection with capital projects. Ensuring effective oversight of site matters while contract work is in progress, and monitoring works regularly (working with appointed external agencies as may be necessary) to ensure the project is progressing as planned, to the agreed standards, and in accordance with the planned specification and budget.
- Liaise with the Director of Finance and Accounting concerning available budgets, and financial orders in connection with routine maintenance, necessary work, and related matters requiring urgent attention. In connection with all planned procurement, adhering to the School's requirement to seek efficiencies, sustainability and value-for money as far as possible.
- Work as the School's Health and Safety Officer, maintaining and developing the School's Health and Safety policy and practices (except in relation to safeguarding), including Risk Assessment, and PAT testing to ensure legal obligations are met. This includes meetings with the School's external Health and Safety advisers on a regular basis and putting plans in place to address any matters arising from those meetings. Updating the Headmaster on matters raised and discussed.
- Work as the School's Fire Warden, managing the School's programme of fire evacuation and lockdown practises, providing associated training for staff, scheduling regular alarm testing, checking evacuation points are clearly marked, and ensuring associated documentation is up-to-date and available at any given time.
- Provide clear, high-quality reports for the Headmaster in connection with site matters and/or Health and Safety as required, and within agreed timeframes.
- Maintain comprehensive records in connection with statutory compliance, inspection visits, test certificates, fire strategy, utilities, security and other relevant contracts, ensuring the School is compliant at all times.
- Ensure the Headmaster and Director of Finance and Accounting are informed of any changing or developing circumstances within the postholder's responsibilities (in connection with the site, works, or equipment) which may impact on the School's insurances.
- Produce, maintain and update the School's policies and procedures linked to the postholder's areas of responsibility.

- Oversee the School's lettings arrangements, maintaining a diary of lettings, liaising with hirers concerning the School's procedures and expectations, and collation of hirers' data for insurance, safety and security purposes, adhering to the School's procedures at all times. The postholder will work proactively to promote lettings opportunities to maximise use of the site outside School hours when not in use by the School. He/she will keep the Headmaster updated of developments, potential new hirers and, each Friday morning, provide him with an updated diary of all lettings planned for the forthcoming week. He/she will keep the Director of Finance and Accounting updated regarding associated invoicing for use of the premises.
- Ensure the security of the School's site at all times, during and outside School hours, including restricting access to the site unless otherwise agreed. Scheduling thorough procedures for unlocking/locking the School's buildings and site each day, closing windows, turning out lights, and unplugging equipment as necessary at the end of the day. This also includes alarm setting, and building inspections. It should be noted that due to the nature of these responsibilities the postholder must be prepared to take infrequent calls outside normal working hours, for example in cases of emergency (e.g. site unexpectedly unlocked, flood, fire, alarm call/intruders) and take such actions as necessary.
- Ensure classroom and office furniture and equipment is maintained to the highest possible standard, and ensure rooms and the School Hall are set up and set out according to the School's weekly programme of activities and events. The postholder will be responsible for checking the School's programme of activities well in advance to ensure the necessary areas are well prepared, and the site is clean and well presented at all times.
- In day-to-day contact with the School's suppliers and contractors, to develop effective working relationships and, as opportunities may arise, to liaise with them over potential sponsorship opportunities to benefit pupils at the School.
- Manage and oversee arrangements for the insurance of the School's minibuses (liaising with the Director of Finance and Accounting) and their regular maintenance and cleaning, maintaining records of drivers/users and mileage, and ensuring usage and documentation is in accordance with School's procedures and authorisations.
- Work closely with the Director and Finance and Accounting concerning the maintenance of an up-to-date Asset Register of items and equipment within the postholder's areas of responsibility, in accordance with the School's financial procedures.
- Demonstrate a commitment to and understanding of confidentiality and data protection for staff, and in relation to the postholder's areas of responsibility.
- Manage the Sixth Form Café staff, including updating till software, tracking trends, ensuring high level of food safety and compliance.

Administrative

- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Ensure compliance with data protection regulations.
- Take minutes/notes during meetings as required and circulate associated information.
- Deal with correspondence promptly and as required.

- Demonstrate a sound understanding of software and systems associated with the postholder's responsibilities.

General

- Attend School for open days, evenings, events and meetings with parents, and professionals as required.
- Attend relevant meetings and training sessions.
- Undertake a three-day First Aid training course and act as a first aider for the School. The postholder is responsible for the recruitment, training arrangements and management of the School's First Aiders (all support staff are required to undertake First Aid training).
- Responsible for the effective management of budgets as devolved within the postholder's areas of responsibility.
- Keep abreast of developments and changes (national and local) within the postholder's field and communicate to the Headmaster and other staff as appropriate.
- Undertake such other duties from time to time as the Headmaster might reasonably request.
- Have regard to the principles and values expressed in the School's Learner Profile and overall Mission Statement.
- Promote the highest standards of personal and professional conduct at all times.
- Demonstrate a commitment to promoting and safeguarding the welfare of children and young people in accordance with the School's policy, and ensure all contractors follow the School's safeguarding policy and procedures.
- Have full regard for the School's Equality and Diversity and Health and Safety requirements.
- Be proactive in seeking appropriate advice and guidance where required.
- It is a condition of employment that the Facilities and Premises Manager, or a caretaker in the postholder's absence, is a visible presence during the School's evening events. Whilst it is acceptable for these responsibilities to be shared between the team members, the Facilities and Premises Manager must be prepared to take a turn and consider themselves part of the team in this regard. At evening events for which the postholder is not present, there is an expectation that the postholder will have ensured all arrangements are in place in advance, and the caretaker covering the event is well briefed. Many of the staff attend School events routinely, for example concerts, and theatre productions, and it is hoped that the postholder will wish to be actively involved with the School community in this regard, thus being a visible presence, well known to our pupils and staff.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

Westcliff High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence for persons barred from working with children to apply for this position.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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