**Job Description – Facilities Manager**

**Role**

Reporting to the Head of Operations, the Facilities Manager will have direct responsibility for ensuring the effective leadership and running of the School’s domestic, health and safety and some procurement services. The individual will ensure a high level of customer service is delivered by the team to the whole Woldingham School community, including students, parents, staff and visitors, through the provision of clean, efficient and safe facilities.

The Facilities Manager will oversee all aspects of the day to day operation of the School’s Domestic Services for both term time and school holidays. Working alongside the boarding staff, Head of Estates, Head of Events Senior Caretaker and the Contract Catering Manager, the Facilities Manager will provide support for the boarding, catering and estates functions of the School as required.

The role will take the lead and responsibility for the School Health & Safety provision with an oversight across all departments. The Facilities Manager will work with the Deputy Head Operations and Co-Curricular to manage event notice’s and ensure these are actioned appropriately.

This job description is not exhaustive and may be subject to review.

**Main Duties**

**Domestic Services**

* Ensure the School site is kept clean and presentable at all times, with efficient use of resources.
* To manage the Domestic Department and its functions, which provides cleaning services for both the school, residential and commercial lettings, including weddings.
* To be responsible for the School’s waste handling, recycling and commercial waste contracts, ensuring management systems are compliant with statutory requirements.
* Ensure the team proactively reports maintenance issues around the site, in line with established procedures.
* Oversee the removal or setting out of furniture for School events e.g. Parent/Teacher meetings, Open Days, social events.
* Liaise with the Operational team and other support staff regarding requirements for special annual events such as Prize Giving and Sports Day.
* Ensure all processes and procedures are regularly reviewed and ensure best practice is applied by the team.
* Monitor and report hazards in a timely manner around the school for onward transmission to the appropriate team to address repairs.
* Liaise with the Estate Manager about window cleaning contracts.
* Manage the School’s pest control measures and services.
* Ensure school event or temporary signage is relevant, tidy and following the current fonts and branding.

**Staffing**

* Responsible for leading, managing and developing a dedicated Domestic Services team, supported by the DS deputy manager and two DS Supervisors.
* Manage the work of the Laundry, Seamstress and tuck shop.
* Ensure staff have a thorough and documented induction, particularly COSHH and manual handling.
* Undertake regular appraisals of the team and monitor performance at regular intervals throughout the year.

**Health & Safety**

* Oversee the administration of all Health & Safety activities at the School, working closely with the Head of Operations to ensure that relevant systems and processes are implemented and maintained to support the further development and application within the School.
* Ensure that all Health and Safety rules are observed, and that staff understand and implement the School Policy.
* Cor-ordinate with relevant HoDs to oversee, monitor and implement risk assessments as required.
* Inform and educate employees of the possible hazards in their areas, the protective control measures that have been put in place, and how and when to use the safe operational procedures that must be adopted.
* Liaise with the Head of Operations regarding fire safety.
* Provide and administrate both in-house and outsourced Health & Safety training to all staff in conjunction with the Head of Operations.
* Liaise with the Heath Centre and Director of Sport about any accidents or injuries.
* Work with the School’s Health and Safety advisors to manage reporting and tracking.
* Advise the Director of Finance & Operations of changes needed to policies and procedures to keep the school compliant with legislation and inspection ready.
* Attend the H&S Committee, as required.

**Residential Accommodation**

* To manage all on-site accommodation, including regular checks on residential staff flats, ensuring all damage deposits are paid and audits undertaken. Liaise with the Estates Manager to ensure accommodation maintenance and cleaning is co-ordinated.
* Co-ordinate the movement of residential staff on and off-site, liaising with new and existing staff as required.
* Co-ordinate with the Head of Boarding regarding the luggage arrival and departure at start and end of the school terms, and work with external removal firms.

**Housekeeping**

• Oversee purchases required for the department and obtaining good value for money.

• Manage the provision of furniture and soft furnishings in common rooms, boarding and residential accommodation as appropriate.

**Budgetary**

• Manage and monitor the budget headings and and ensure the budgetary limits are not exceeded.

• To constantly review and assess systems of working and equipment usage to ensure value for money.

**Terms and Benefits**

* **Start Date:** As soon as possible.
* **Working hours**: This is a full-time role, Monday to Friday, 40 hours per week, 52 weeks of the year although flexibility in these working hours will be required to meet the demands of the role. There will be a requirement to work some weekends to support school or letting events.
* **Salary**: Circa £35,000, depending on experience.
* **Holiday:** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that leave will normally be taken in school holidays.
* **Pension:** The Facilities Manager will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking:** There is free parking on site.
* **Gym and Pool:** There are staff sessions for use of these facilities.
* **School fees**: Remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

**Person Specification**

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| **Essential**  **Skills, Knowledge, Experience**  • Experience of managing a team of staff.  • Experience of H&S management and understanding of H&S at Work regulations.  • Competent user of IT especially MS Office and Excel.   * Excellent organisational and management skills, including planning for the longer term requirements of the School. * Sound working knowledge of materials and equipment used in cleaning   **Personal Attributes**.  • Strong communication and interpersonal skills and ability to work collaboratively across the Woldingham Community.   * A flexible approach to work and willingness to work outside regular hours as the need arises * Be practical and resourceful and be able to take the initiative   • Capable of working without supervision with energy and enthusiasm.   * A reasonable level of fitness due to the requirements of the post. * Must be a driver or have access to a vehicle for work purposes due to the location of the School. * Committed to the safeguarding of our students and visitors and supporting the ethos of Woldingham School. | **Desirable**   * IOSH or NEBOSH qualification. * First Aid certificate * A full driving licence * Experience of management of domestic staff in a school or hotel. |