

## JOB DESCRIPTION

Job title: Senior Facilities Manager A5080

Employer: Gosforth Federated Academies Limited

Location: The post holder will be expected to work across all of the Multi-Academy Trust (MAT) sites and base office location will be confirmed in due course.

Grade/Salary: N9 £39,571 - £42,614

Job evaluation: 585 points

Hours: 37 hours per week

Responsible to: MAT Director of Estates and Facilities Management

Responsible for: Sites Facilities staff

Main purpose of the job

The Senior Facilities Manager is responsible for the operational planning, management and delivery of the MAT Hard and Soft facilities management service to ensure all the Trust’s assets comply with legal and regulatory standards; that policies and procedures are robust, forward looking environmentally; and that academies are safe places of learning.

The post will require regular liaison with a range of key stakeholders, including Trustees, Senior Post Holders, MAT Director of Estates and Facilities Management, Site Facilities Managers, Finance Managers, local authorities (LA) and contractors.

Main tasks and key responsibilities

1 Facilities management (FM)

* Lead and manage the operational FM function across the Multi Academy Trust (MAT) working closely with MAT Director of Estates and Facilities Management and Site Facilities Managers in ensuring that sites and facilities provide a safe, effective and high quality educational environment
* Provide expert guidance and support to both the MAT Director of Estates and Facilities Management and Site Facilities Managers on facilities management issues including site, property and building issues, catering, building cleaning and caretaking, grounds maintenance, security, insurance and health & safety
* Advise and support the MAT Director of Estates and Facilities Management, Site Facilities Managers and schools on the procurement, monitoring and management of FM services
* Act as the lead for all operational FM matters in relation to the Trusts’ PFI schools, liaising with key stakeholders and providing operational liaison and control of all internal and outsourced Facilities services on behalf of the MAT Director of Estates and Facilities Management, ensuring best value is achieved through prudent and compliant procurement and that quality of services delivered meet required standards
* Act as the Lead Coordinator for all FM capital Projects work in conjunction with MAT Director of Estates and facilities Management, and Site Facilities Managers
* Ensure that all facilities are kept open, clean, safe, secure, accessible, fit for purpose, and that value for money is achieved
* Monitor and manage the MAT-wide contracts for cleaning, catering and security ensuring the contracts deliver service to specified standards
* Ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and take appropriate action, which will include advising senior management on technical issues that have financial and budgetary implications
* Operationally manage a MAT-wide approach and policy for lettings that maximises revenue across all schools and delivers safe and secure on site lettings and events

2 Asset management

• Provide expert FM advice and input to the MAT Director of Estates and Facilities Management in the development, improvement and implementation of a MAT-wide Asset Management Plan that enhances the FM service of the Trust

• Identify suitable capital works, within the Asset Management Plan and advise the MAT Director of Estates and Facilities Management of those opportunities

• Coordinate the tendering, letting, implementation and snagging of all capital FM projects so that they are completed to time, budget and are fit for purpose

• Prepare and manage an effective planned preventative maintenance programme across the estate

• To assist in the development of a preferred contractors suppliers list for minor FM works including the provision of predetermined pricing/ specifications as appropriate

• Develop and monitor systems relating to minor maintenance and repairs requests from Principals and operational staff

• Develop and establish an asset management capability across the Trust to ensure that Asset Management Plans, associated systems and policies for the Gosforth Group estate are implemented, continually updated, compliant with current legislation and Codes of Practice, and are reflective of the Trust’s aspirations for buildings to support effective teaching and learning

3 Health and safety

* Act as the designated Operational Lead on all FM health and safety processes throughout the MAT; coordinating all facilities related matters across the Gosforth Group network of schools ensuring compliance with all statutory requirements, Trust policies and that relevant legislation and good practices are continually observed
* Provide operational input to the MAT Director of Estates and Facilities Management to develop, implement, audit and review the MAT’s health and safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose
* In conjunction with the MAT H&S Lead, contribute towards the development and implementation of policies, procedures and processes concerning health and safety, including risk/ emergency management
* Promote and monitor safe working practices within the FM function across the MAT and provide regular reports to MAT Director of Estates and Facilities Management
* Actively monitor developments and changes in legislation in respect of FM health and safety requirements and advise on appropriate action as required
* Ensure the security of MAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management
* Establish, monitor and evaluate risk assessments within the areas of specific responsibility
* Manage effectively the safe duties of site facilities and maintenance staff, including out-sourced contractors, providing induction to new staff within the areas of responsibility as required

4 Financial management

* Provide the MAT Director of Estates and Facilities Management with sufficient and accurate information to ensure that the budgets for all FM related functions are prepared correctly and that current and future expenditure is recorded and monitored
* Manage the annual FM budget, within limits of delegation, through monitoring and reporting that demonstrates financial probity and overseeing the compliant procurement of FM resources
* Coordinate the procurement of MAT-wide FM contracts for cleaning, catering, security and utilities ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook and MAT financial management policies
* Obtain financial estimates relating to necessary work and advise senior management accordingly
* Ensure that orders placed for site works/ services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily

5 Governance and compliance

* Contribute towards the review and development of MAT estates and facilities policies and procedures ensuring they are appropriate, updated and comply with all relevant legislation
* Ensure effective implementation and embedding of relevant policies and procedures across the Trust, undertaking periodical review to ensure continual fitness for purpose
* Advise the MAT Director of Estates and Facilities Management on insurance related issues
* Contribute towards the management and implementation of Facilities Management processes and procedures which ensure Business Continuity and provide a framework for critical incident planning and management
* Undertake operational responsibility for the MAT minibus fleet including compliance with maintenance and legal requirements
* Ensure that any records created, received and used in the course of facilities management are appropriate and compliant with the Trust’s policies and procedures in relation to data protection and records management.

6 Additional information

* Undertake any other reasonable duties as directed by the MAT Director of Estates and Facilities Management or required by the Trust
* Full driving licence and access to own vehicle (mileage-based expenses will be paid)
* Promote the Trust’s ethos and values to ‘Create your future’ and encourage high expectations and standards in estates and facilities management

## PERSON SPECIFICATION

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| --- | --- | --- | --- |
|  |  | **Assessed by:** | |
|  | **Essential/**  **Desirable** | **Application Form** | **Interview/Task** |
| **EDUCATION AND QUALIFICATIONS** | | | |
| Degree and/or professional qualification (in an appropriate discipline), or appropriate professional experience relevant to the post | E | 🗸 |  |
| Formal qualification in a Building Services or Electrical/Mechanical/Building Fabric maintenance discipline | E | 🗸 | 🗸 |
| IOSH/NEBOSH qualification or equivalent | E | 🗸 | 🗸 |
| Membership of IWFM and IOSH (or equivalent Chartered bodies) | D | 🗸 |  |
| Evidence of Continuing Professional Development (CPD) | D | 🗸 |  |
| **KNOWLEDGE AND EXPERIENCE** | | | |
| Comprehensive Facilities Management experience including FM-related health and safety | E | 🗸 | 🗸 |
| In-depth knowledge and understanding of current FM legislation and statutory requirements regarding building services | E | 🗸 | 🗸 |
| Working knowledge of daily facilities management activities across multi sites | E | 🗸 | 🗸 |
| Knowledge of Private Finance Initiative (PFI) schools, including PFI1 and BSF 2 (Building Schools for the Future) contract mechanisms | D | 🗸 | 🗸 |
| Proven experience in a Line Management role | E | 🗸 | 🗸 |
| Familiarity and practical experience of managing FM budgets, including procurement, capital and contract administration | E | 🗸 | 🗸 |
| Experience of working in a Multi-Academy Trust or other educational setting | D | 🗸 |  |
| **ABILITIES AND SKILLS** | | | |
| Excellent written, verbal and inter-personal communication skills | E | 🗸 | 🗸 |
| Demonstrable ability to plan, organise and prioritise FM works across multi-sites as required | E | 🗸 |  |
| Ability to effectively manage time and workload to meet tight deadlines, and to be proficient in managing multiple projects simultaneously | E | 🗸 | 🗸 |
| Capable of taking responsibility and working on own initiative | E | 🗸 |  |
| Skilled in evaluating performance of others, using negotiating skills to find effective solutions | E | 🗸 | 🗸 |
| Demonstrable ability to negotiate with suppliers, including on-site management (where required) of FM contractors | E | 🗸 | 🗸 |
| Strong ICT skills with experience and capacity to operate new systems and software when required | E | 🗸 |  |
| Working knowledge of MS Office suite of applications | E | 🗸 |  |
| Confidence and ability to brief Trust Board or Senior Leadership Teams | E | 🗸 | 🗸 |
| Full driving licence and access to own vehicle | E | 🗸 | 🗸 |
| **PERSONAL QUALITIES AND ATTRIBUTES** | | | |
| Demonstrates honesty, integrity, self-discipline and moral courage | E | 🗸 | 🗸 |
| Commitment to the Trust’s policies regarding Safeguarding, Equality and Diversity and Health and Safety | E | 🗸 | 🗸 |
| Mentally agile to reflect the changing face of Facilities Management | E | 🗸 |  |