**Job Description**

**Post:** Facilities Manager

**Location:** Hartlepool &Middlesbrough

**Line Manager:** Vice Principal - Resources

**Line Manager to:** Health & Safety Advisor, Caretakers, Catering, Cleaning Supervisors and Cleaners

# Job Purpose:

The Facilities Manager is responsible for the proactive management of services and processes that support the core business of the college by ensuring the most suitable working environment for students, staff and visitors across the whole School’s estate.

The post holder will lead on management and maintenance of the School’s estate and facilities using best business practice to improve efficiency, by reducing operating costs whilst increasing productivity.

The post holder will be responsible for estates master-planning, departmental business planning and performance review and will manage the day-to day operations in relation to premises, security, catering and health and safety.

The post holder will provide strategic advice to the senior management team on all matters related to estates, facilities, catering and health & safety.

## Main Duties and Responsibilities:

1. To develop and implement a School Accomodation Strategy and act as the main professional advisor for all facilities and estate matters. Work closely with the senior management team to develop the strategic direction and related objectives of the estate and facilities which support and enable the School’s strategic planning.
2. To manage the operational aspects of estates and facilities management and the Health, Safety and Environment agenda. To provide an effective and efficient service to all School users.
3. Line management of Estates, Catering and Health & Safety functions whose responsibility is the daily operational aspects of estates and facilities.
4. To oversee the responsibility for continually reviewing and assessing Health & Safety performance across the School’s provision, auditing, and supporting recommendations where appropriate, overseeing changes to practice as may be required to ensure legal compliance and professional best practice
5. Provide the highest quality service in all aspects facilities management, including budgetary responsibility, utilities, equipment servicing, maintenance contracts, project management, and stakeholder relationship management and continuously improve all aspects of the operation and quality of service delivery
6. To co-ordinate the activities of all caretaking and cleaning staff on all School sites, ensuring work is undertaken to a high standard.
7. Manage capital and refurbishment projects ensuring delivery is on time, ensure that best value principles and procurement best practices and procedures are followed in the placement of orders and contracts.
8. Work with procurement team to help specify and draft tender documents when financial regulations require formal tender processes or quotes
9. To assist the senior management team in monitoring and planning of space utilisation.
10. To monitor security of all sites and report issues appropriately.
11. To assist with the production and maintenance of policies and procedures in relation to the School’s facilites as appropriate.
12. The role is a member of the Health and Safety Committee and will be a member of various other committees.
13. To assist the designated safeguarding officers within the School when called upon.
14. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policies are adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the VICE PRINCIPAL (Resources) or the Principal.
* This list is not exhaustive and is only an indication of responsibilities.

**SAFEGUARDING**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

**Person Specification - Facilities Manager**

| **Specification, whether essential or desirable and where the specification will be assessed.** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** |  |  |
| Degree / HND in relevant discipline (facilities management, building, engineering, project management, surveying or similar) or equivalent | Y |  |
| NEBOSH Certificate in Health and Safety |  | Y |
| Membership of an association such as BIFM |  | Y |
|  |  |  |
| **Experience/knowledge** |  |  |
| 5 years’ experience in a Facilities/Campus Management role | Y |  |
| Experience of working with children |  | Y |
| An understanding of safeguarding principles, policies, and practices, including the Prevent duty |  | Y |
| Track record of managing teams of staff and scheduling work to ensure high quality of delivery | Y |  |
| Experience of managing budgets within strict limits | Y |  |
| Experience of dealing with contractors and contract management | Y |  |
| Up to date understanding of relevant aspects of health & safety legislation | Y |  |
| Experience of conducting risk assessments | Y |  |
| Knowledge of the risks associated with workshop and teaching environments | Y |  |
| Knowledge of general IT packages, ability to manipulate, analyse and present data using e.g. Word, Excel, Powerpoint | Y |  |
| Access to transport for work purposes (able to travel between sites in Hartlepool and Middlesbrough) | Y |  |
| An awareness of procedures, practice, changes and trends in further and higher education |  | Y |
|  |  |  |
| **Skills and abilities** |  |  |
| Ability to deal sensitively with confidential issues | Y |  |
| Able to make sound decisions and provide advice on matters, some of which could affect the School as a whole | Y |  |
| Able to work with others in planning and implementing change across the School | Y |  |
| Able to find innovative solutions to problems | Y |  |
| Organised and methodical, to ensure planned property maintenance | Y |  |
| Confident disposition, able to liaise with internal and external staff as required | Y |  |
| Ability to work on own initiative to meet legislation and School needs | Y |  |
| Ability to organise work to meet deadlines | Y |  |