



*Creative
Education
Trust*

REGIONAL FACILITIES MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

Responsible to: Head of Estates and Facilities
Responsible for: Site teams across a cluster of schools
Salary: £35,000-£40,000
Contract type: permanent
Hours: Full time, 37 hours per week, 52 weeks per year

Job role

To be responsible for short and medium term planning, implementation and high quality delivery in relation to facilities, health and safety and premises related aspects of the work of the cluster of school and its local environment.

The Regional Facilities Manager will provide leadership for school site teams and to ensure an effective service is provided to the school teams.

The role supports the Trust to focus upon ensuring our facilities provide the best possible environment for learning, that we are compliant, our facilities are presented professionally and that any site services and contracts are delivered effectively.

Key Responsibilities & Accountabilities

- Produce and be accountable for the delivery of an annual facilities plans for the schools in the cluster including capital works, site improvement projects, response times against all reactive maintenance issues and grounds up-keep.
- Ensure necessary compliance schedules, Estates reports and project updates are provided frequently to Head of Estates and Principals.
- Ensure the schools within the cluster meets statutory obligations with regard to Health and Safety, ensuring all staff are suitably trained in Health & Safety responsibilities.
- Ensure proactive maintenance and development and efficient use of all school sites and buildings. Working with others to coordinate use of the facilities including lettings where appropriate.
- Provide regular information, updates and reports to the Head of Estates and Facilities.
- Ensure the cluster site staff are effectively managed, supported, and developed to maximise the contribution they make.
- Ensure effective risk management across the cluster of schools, for example, in health and safety and in the management of any third-party service contracts.
- Develop, test and manage each academy Business Continuity Plan.



- Undertake risk assessments of security risks to each academy (grounds, premises and contents).
- Ensure that site security is maintained at all times and that effective arrangements are in place to secure each site within the cluster.
- Monitor performance of service contractors and record performance against specified standards.
- Undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required.
- Update Trust Asset Register as and when new assets are acquired or removed.
- Ensure that computerised records held on SmartLog (or other) of all regular checks, compliance testing, records of risk assessments and training are topical maintained.
- Working with contractors and technical teams to obtain competitive tenders and support the appointment of contractors to carry out project tasks, planned and reactive maintenance and site services.
- Ensure the efficient management of the heating systems in the cluster. This will include the operation of the boilers and associated plant and routine maintenance.
- Ensure the most efficient operation of lighting, plumbing and other services, and support the schools in finding other sources of energy, including renewables and sustainable sources.
- Responsible for practicing and encouraging good housekeeping with energy conservation and equipment and efficiency saving.
- Ensuring that school vehicles within the cluster are safe and checked on a regular basis.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of each school at the reasonable discretion of the Principal and/or Headteacher



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Health and safety qualification e.g. NEBOSH 	<ul style="list-style-type: none"> • IWFM qualification or evidence of working towards qualification • COSHH qualification
Experience	<ul style="list-style-type: none"> • Considerable experience of overseeing building maintenance • Prior experience of working with schools or an understanding of the school environment and operational needs • Experience of negotiating contracts with suppliers and ensuring timely and value-for-money delivery of services • Experience of commissioning refurbishment works and capital projects to a high quality 	<ul style="list-style-type: none"> • Experience of working in a multi-academy trust
Knowledge and understanding	<ul style="list-style-type: none"> • Strong working knowledge of asset and facilities management • A sound understanding of the legal and financial aspects of major property projects and transactions • Excellent understanding of health & safety legislation 	<ul style="list-style-type: none"> • Working knowledge of current legal and regulatory developments in respect of construction for schools • Good understanding of health, safety and environmental requirements applicable to schools • Expert in the use of property management software programmes, and able to train others in their use
Skills and personal attributes	<ul style="list-style-type: none"> • Ability to manage an estates and facilities portfolio, staff, and budgets • Demonstrable ability to think strategically as well as deliver operationally • A demonstrable drive and determination for delivering success 	



	<ul style="list-style-type: none">• Evidence of a proven track record of successful working relationships• Excellent ability to communicate effectively at all levels and simplify complex issues and concepts, through presentations and written documents• Flexible and resilient under pressure• Ability to train and develop an effective team• Commitment to the educational vision of Creative Education Trust	
Equal opportunities	<ul style="list-style-type: none">• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
Other requirements	<ul style="list-style-type: none">• Ability work out of working hours on occasion in accordance with the needs of the cluster.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.