

Job Title	Facilities Manager
Reports to	Director of Facilities
Hours	40 hours a week  Mon – Fri 0800 – 1700hrs  There may be a requirement for occasional flexible working, including evenings and weekends, but this is rare and can be planned in advance.
Holidays	25 days plus Bank Holidays + Christmas Closedown
Qualifications	IWFM level 3/4 or relevant experience.
Location	Repton Prep
Salary	£45,000 – 50,000
Benefits	Company Pension Scheme Free membership of Repton Sports Centre
<b>Role Overview</b>	
Provision of first-class facilities at Repton school, that are appropriately maintained, safe to use and ready in all respects for teachers, pupils and visitors alike. The management and delivery of maintenance and capital work on time and on budget and in line with the School Strategic Vision and Plan. Accountable for ensuring that all entities within Repton School remain statutory compliant for all PPMs.	
<b>Role Outcomes</b>	<b>Key Performance Indicator(s)</b>
<b>Estate and Facilities Management.</b> School buildings and infrastructure across Repton School are fit for purpose, suitable, well managed and maintained, and are safe for use for employees, pupils and visitors	Availability and condition of all buildings and facilities Speed and quality of maintenance and repair Feedback from internal stakeholder Compliance
<b>Planned Preventative Maintenance.</b> All PPM is controlled, managed, coordinated and reported in a timely and cost-effective manner.	100% Compliance on PPMs
<b>Compliance.</b> All operations and services meet requirements for compliance, inspection, Health and Safety and all other relevant legislation. Relevant policies and protocols are in place, with supporting practices	100% Compliance Policy/Practice
<b>Budgetary Control.</b> Tight budgetary control is exercised, and effective financial management underpins all decision making.	Spend vs Budget Efficiency over time
<b>Other Duties.</b> Significant proactive and flexible support has been provided to enable the smooth running of all operations beneath the Estates Bursar	Examples of behavior Feedback from internal and external customers

## **Role Responsibilities**

### **Estate and Facilities Management**

- Manage approved contractors and oversee maintenance and repairs.
- Project manage renovations and estate developments.
- Ensure the safety of the site, including all related routine regulatory compliance requirements.
- Organize routine servicing and manage maintenance requests.
- Improve cost-efficiency, particularly the reduction of energy usage.
- Manage emergency procedures.
- Dailey management of CAFM system (Flow360)
- Scoping and delivering minor project work across the site, liaising with key stakeholders as necessary.
- Maintaining an accurate and up to date record of all building and estate assets, and planning for the future care of all assets.

### **Service Design and Delivery**

- Ensure that clear plans are in place for a rolling program for preventative maintenance, including appropriate contracts as required.
- Provide facilities input into strategic planning processes (eg forecasting likely repair/replacement dates for key buildings, sports facilities etc).
- Proactively respond to service issues or escalations. Promptly and professionally resolve.
- Ensure that appropriate feedback loops are in place to assess provision of service.
- Management of emergencies, including out-of-hours if required.
- Ensure that services are designed and delivered to meet the needs of our stakeholders, with costs exceptionally well managed.

### **Planned Preventative Maintenance**

- To own and manage the relationship with the internal and external experts appointed by the school to conduct the necessary maintenance and testing in the following areas: Legionella; Fire equipment and detection; Asbestos; Electrical testing; gas safety, lifts, retractable seating, extraction, air condition etc. This list is indicative and not exhaustive.
- To plan, manage and monitor the delivery of work to ensure minimum disruption to the school, ensuring timely communication and consultation with stakeholders as necessary.
- To ensure that all record keeping and reports are accurately recorded and communicated.
- Ensure that all remedial work resulting from PPM activities are prioritized and raised in a timely manner on flow360 and monitor completion.
- Monitor legislative changes and update the PPM plan as required.
- Ensure that relevant preventive measures are taken including but not limited to PAT testing, fixed wire testing, legionella testing, labelling and storage of chemicals, signage, COSHH risk assessments, Asbestos Register.

### **Soft Facilities Management**

- Accountable for the domestic staffing in the Houses and across the central teams.
- Set realistic budgets and establish robust budgetary control and adherence across all aspects of soft facilities management.
- Proactively respond to any service issues, tackling at source and resolving professionally and promptly. Establishing good feedback loops are in place with key

stakeholders and responding quickly and effectively to shortfalls in service and provision.

### **Health and Safety/Compliance**

- Work closely with the Health & Safety and Fire Manager.
- Accountable for all compliance with all relevant legislation and inspection frameworks in respect of our buildings and facilities.
- Working with the Health & Safety and Fire Manager to ensure that fire safety equipment is installed and maintained / checked and records kept in accordance with the regulations, including fire safety checks on doors, extinguishers, emergency lighting and signage.
- Responsible for the maintenance team's Risk Assessments.
- Working closely with the Health & Safety and Fire Manager you are to ensure that your Team Leads undertake, record and review Risk Assessments so that all activities are covered. Risk Assessments must be reviewed at least annually and must be uploaded to an appropriate portal (for transparency and to encourage and share best practice).
- Assist with any HSE investigation that may be required.
- Ensure the maintenance of proper health and safety records, and to maintain a policy archive.
- Ensure that all equipment (Catering, Laundry and Domestic) is routinely serviced and maintained, faults identified and rectified quickly and that all catering areas are safe and compliant places of work.

### **Other**

- Work closely with the Director of Facilities and assist with the running of the department.
- You will be expected to undertake all such other duties as the school may reasonably communicate from time to time either orally or in writing to you.

### **Person Specification**

#### **Relevant Prior Experience**

- Experience in delivering facilities management over a single site.
- Experience in delivering project to quality, cost and time
- Excellent knowledge of Electrical and Mechanical building services
- Experience in budget setting and management
- Experienced in multi-site team leadership and the effective management of sub-contractors and third parties
- Knowledge of relevant Health & Safety, compliance and inspection requirements.
- BMS knowledge and experience
- Certification within Engineering Facilities or Building Services
- CAFM knowledge and experience

#### **Candidate Profile**

- High energy, resilient, can-do attitude, proactive approach
- Strong leadership and management skills, driving a culture of continuous improvement
- Well organised, problem solving, analytical and engineering focused approach
- Whole School driven, keen to support staff and pupils, whilst working within the Strategic Aims
- Confident verbal communicator, able to communicate effectively with professionals, staff, pupils and contractors
- Used to working at pace and managing a diverse and varied portfolio of work
- High levels of accuracy and attention to detail

- Confident and competent in the use of technology and supporting databases
- Care and attention, particularly for all aspects of health and safety

### **Other Important Information**

#### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

#### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

#### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favorable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

#### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>