

## Job Description

### Post: Facilities Manager

### Purpose

To challenge educational and social disadvantage in the north.

### Duties and Responsibilities

- Live the mission, values and drivers every day.
- Lead the facilities and cleaning team to ensure service targets are being met and all processes are followed.
- Support the business services team to instil processes, quality of service and industry best practices throughout your service area.
- Ensure all requests are logged and managed to completion on the service management tool, encouraging a culture of autonomy and pro-active self-reporting of issues.
- Report weekly and monthly KPIs to the estates service delivery manager to show performance trajectory.
- Manage trends of requests to identify delivery gaps within the service; build and manage remediation and escalate where necessary to drive positive outcomes.
- Continually review processes and ensure they are fit for purpose, improved upon where needed and adhered to.
- Implement a prioritised rolling programme of planned and preventative maintenance (PPM).
- Support delivery of the trust's capital programme including proactively working with contractors to gather lifecycle or infrastructure failure intelligence, recommending priorities to estates service delivery manager and CoE colleagues.
- Work with service partners and suppliers (e.g., cleaning, catering, security, and waste management) to ensure high-quality service delivery and robust, safe and compliant on-site contractor management.
- Conduct regular risk assessments and audits, addressing any issues promptly.
- Implement best practices across the facilities (including Health and Safety) and cleaning service lifecycles; ensure systems, particularly fire and other safety systems, services and resources are compliant with regulatory guidance and standards.
- Deliver the agreed lifecycle programme, as set out by the estates service delivery manager for the timely refresh of estates infrastructure and equipment across our trust.
- Perform audits against proactive maintenance schedules service compliance and create their associated remediation.
- Uphold procedures relating to asset management for estates hardware, fixtures, furnishing and other estates equipment across our trust.
- Ensure service delivery resources are available, and individuals are deployed where and when needed to ensure quality of service.
- Work as part of a larger team to flexibly support service delivery and manage facilities assistants' allocation on a similar basis.
- Ensure servicing and maintenance schedules are undertaken at the most operationally / convenient times.
- Induct and train employees on policies, processes, agreed technical standards.
- Facilitate training and development programmes.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our trusts strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the trust and academy calendars.
- Consistently implement all trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the estates service delivery manager.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***