

The Bishops' Blue Coat Church of England High School

Facilities and Health and Safety Manager

Full time

37 hours a week - full year

Grade 9

Points 27 to 31, £31,346-£34,728

5 weeks annual holiday (6 weeks after 5 years continuous service) plus statutory entitlement (8 days)

Main Job Purposes

- To have day-to-day responsibility for ensuring full compliance with Health & Safety legislation
- To lead and manage the school's site support team ensuring that they operate to an exceptional standard
- To undertake all premises and building management activities required to ensure that the school premises and grounds are maintained to a high standard and in a safe and secure state
- To ensure the cleanliness, safety and security of the school buildings and grounds at all times
- Act as the Schools educational visit co-ordinator.

Line Management

The postholder will be line managed by the Business Manager

Leadership and Management

The postholder will line manage the team of three caretakers, site maintenance officer, cleaning staff, school transport drivers and gardener

Child Protection and Safeguarding Young People

The school operates a child protection policy and undertakes appropriate checks on all employees

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Full Job Description

1 Premises Development and Maintenance

- a) To develop and maintain a medium term premises maintenance and improvement plan to aid the school's budget planning process and provide an action plan against which progress is monitored and regularly reported to the school's Senior Leadership Team and Governors.
- b) To manage the day-to-day aspects of major building and refurbishment projects, working closely with the Business Manager and liaising with the school's external consultants, ensuring minimum disruption to the school during such projects and that projects are completed according to the scheduled timetable and agreed plans.
- c) To manage all premises related budgets to ensure that they are used wisely and for their intended purpose in accordance with approved annual plans. To raise any potential budget overspends with the Business Manager to enable prompt remedial action to be taken to correct the situation.
- d) To procure premises-related goods and services in accordance with Best Value principles and the school's financial regulations and procedures.
- e) To investigate potential streams of external funding for financing improvements to the school's premises and grounds.
- f) To manage all premises related contracts and to maintain a list of approved contractors for use by the school, ensuring that all health and safety requirements and working regulations are met, that best value is obtained, and that all contractors are fully aware of the asbestos register and implications thereof.

2 Health and Safety

To be responsible for promoting and monitoring adherence to best practice in health and safety matters within the school on a day to day basis. This wide-ranging duty will include:

- a) Ensuring that the school is compliant with the most up to date Health and Safety Legislation.
- b) Actively participating in identifying and addressing hazards in the workplace and taking immediate action to minimise any potential danger to members of staff, pupils, contractors and visitors to the school.
- c) Maintaining accurate records for all service and maintenance requirements, including internal departmental audits.
- d) Ensuring that Accidents/Incidents/Near Misses are promptly and accurately recorded. Reporting to RIDDOR where required and undertaking accident investigations, as necessary.
- e) Ensuring adequate first aid provision within the school and taking on an active first aider role.
- f) Organise health and safety training required for all staff, specific training for departments or roles. Provide internal training for staff.
- d) Acting as the school's nominated Fire Officer, ensuring that the Fire Risk Assessments are regularly reviewed and updated as required and any issues arising therefrom are addressed in a timely manner.
- e) Ensuring fire safety equipment is annually maintained and evacuation procedures are in accordance with fire regulations.
- f) Ensuring that the school's electrical systems and appliances are inspected and tested as required and taking appropriate actions based on the results of the testing, ensuring detailed and accurate records of all testing are kept up to date.
- g) Managing and developing the security of the site both during and outside school opening hours.

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- h) Ensuring adequate insurance policies are in place and maintained to meet the school's needs including contents, vehicle and travel insurance.
- i) Ensuring that risk assessments are in place for all activities and reviewed annually or as required.
- j) Acting as the school's Educational Visits Co-ordinator, in liaison with the Business Manager, to ensure the safe planning and delivery of educational visits, operating within LA Health & Safety guidelines.
- k) To lead the school's health and safety committee and follow up action arising from those meetings.

3 Leadership and Management

- a) To recruit, motivate, train and direct the school's site support team of approximately 12 individuals including caretaking, site maintenance officer, cleaning staff and gardener to ensure that they work efficiently and are effectively deployed.
- b) To recruit, motivate and manage school transport drivers employed by the school.
- c) To monitor the work of all contractors engaged by the school, including those providing external services such as grounds maintenance services, to ensure that they fully discharge their contractual obligations.
- d) To attend and provide termly reports for the Governors' Resources Committee (and any other sub-committee appointed by the Governing Body to deal with premises and health and safety related issues).
- e) To understand the school's critical incident plan and undertake reasonable duties as required

4 Other

- a) To ensure that the school maintains accurate and adequate records of its assets, which are updated promptly for acquisitions and disposals and subject to an annual, independent check by someone who is not involved with its maintenance, ensuring that an up-to-date copy of the school's asset register is held.
- b) To have responsibility for managing the use and maintenance of the school minibuses.
- c) To develop and implement strategies to minimise the environmental and ecological impact of the school and its operations, and to make full use of recycling and energy saving opportunities where possible.
- d) To annually undertake and maintain an Accessibility Audit, ensuring that the school takes reasonable steps in improving facilities for people with disabilities, to ensure compliance with the Equality Act 2010.
- e) To manage, from a school perspective, use made of the premises by external hirers, with particular reference to health and safety and security, as well as the accommodation and equipment needs of the hirers.
- f) To promote use of the school's facilities by other interested external parties where it is in its best interests to do so.
- g) To be a named keyholder (fourth on list) and to attend call-outs as necessary (but not normally to be on the regular rota).

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- h) To identify and fulfil personal development needs to ensure that the Job Holder keeps abreast of best practices in premises management for potential deployment within the school in liaison with the Business Manager and of changes in Health and Safety legislation which impact on the school.
- i) To advise on changes in Health and Safety legislation which impact on the school and to review and develop school policies to ensure effective compliance.
- j) Supervision of students at lunchtime, as part of staff duty rota and occasionally at other times as required.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

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Person Specification

	Essential	Desirable
Knowledge	<p>English and Maths to level 2 (GCSE or equivalent)</p> <p>Three passes at level 3 (A level or equivalent)</p> <p>NEBOSH General Certificate</p> <p>Good knowledge of current Health and Safety legislation</p> <p>ICT literate to a high level including: Microsoft Word, Excel, Outlook, PowerPoint, Teams</p>	<p>Knowledge of contract and tendering process</p> <p>City and Guilds: plumbing, electrics, joinery, maintenance</p> <p>Health and Safety training courses attended and passed</p> <p>NEBOSH Fire Certificate</p>
Experience	<p>2 years' work in the field of facilities management</p> <p>Risk assessment and implementation of appropriate risk reduction measures</p>	<p>Management of budgets</p> <p>Management of a team of people</p> <p>Has previously worked in a educational establishment</p> <p>First Aid at Work qualification and experience</p> <p>EVAC+Chair Train the trainer.</p> <p>Practical experience of maintenance</p>
Personal qualities and skills	<p>Self- motivated and proactive</p> <p>Creative and strategic thinking</p> <p>Excellent interpersonal and communications skills</p> <p>Ability to make safe and practical judgements</p> <p>Calm under pressure</p> <p>Problem solving</p> <p>Planning and organisational skills</p> <p>Attention to detail</p> <p>Assertiveness</p> <p>Negotiation and persuasion skills, and the ability to resolve conflict</p> <p>Ability to motivate a team</p> <p>Ability to use initiative within a framework of delegation</p> <p>Ability to work with others and take advice</p>	