



## **Job Description for Facilities and Contracts Manager**

**Scale: PO2**  
**Hours: 36 hours**  
**Weeks: 52 weeks**

<b>Person reports to:</b>	<ul style="list-style-type: none"><li>• School Business Manager (SBM)</li><li>• Headteacher</li></ul>
<b>Person supervises:</b>	<ul style="list-style-type: none"><li>• Any in-house facilities or ICT staff (currently none but could include for example soft FM supervisors, ICT technicians)</li></ul>
<b>Purpose of Job:</b>	<ul style="list-style-type: none"><li>• To manage contracts and service level agreements for services relating to the school, such as: PFI hard facilities and ICT provider contracts; soft facilities contracts for cleaning and catering; cashless catering; copier leases etc.</li><li>• To manage the PFI/Local Authority/School relationship at an operational, day-to-day level, liaising with PFI partners on behalf of the school.</li><li>• To act as the school's Health &amp; Safety Officer, Fire Safety Officer and Data Protection Officer.</li><li>• To be the first point of contact regarding premises and facilities issues and resolving these, where possible.</li><li>• To participate in achieving the most efficient and economic use of the school premises, facilities and resources.</li><li>• To lead on negotiations regarding building works with PFI partners.</li><li>• To support the planning and delivery of school events by contributing knowledge, ideas and solutions for facilities and equipment required for such events.</li><li>• To manage any non-PFI lettings.</li></ul>

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. Strategic Planning**

- Contribute to the strategic planning and development of the school site by being proactive in identifying the most appropriate and effective solutions to developing facilities to meet the needs of the school, and providing regular written reports and updates to the Headteacher and SBM on key contractors for soft and hard facilities management.
- Manage all site-related projects, including initial concept, design and implementation, providing regular written reports and updates to the Headteacher and SBM.
- Negotiate with PFI partners to achieve best value and manage costs within budget and to specification.
- Support the Headteacher and SBM to plan strategically for utilising capital funding for any building works.

#### **2. Contract Management**

- Be fully conversant with the school's facilities and premises contracts and key performance indicators, and update and provide written reports to the Headteacher, SBM and Governors on a termly basis.
- Resolve day-to-day operational issues, without referral to the Headteacher or SBM where possible.
- Develop and maintain an accurate and up-to-date log of communications, financial records and issues between the school and contractors in order to provide information and analysis for the school to use when negotiating contracts.
- Provide regular updates to the SBM on helpdesk requests logged by school staff.

- Manage and monitor contracts and service level agreements for services relating to the school, specifically (but not exclusively):

**a) PFI – Hard Facilities**

- Be first point of contact for staff and partners for all operational contractual matters relating to the building, its fixtures, fittings and equipment.
- Lead on negotiations regarding building works and, using project management techniques, monitor and report back to the SBM on progress.
- Attend weekly site meetings with Mitie (PFI hard facilities contractor).
- Represent the school at monthly management meetings with Local Education Partnership representatives and report back to the SBM.
- Review the Mitie Helpdesk requests on a weekly basis and chase any outstanding jobs. Provide regular feedback to staff regarding progress of such requests.
- Prepare, submit and authorise Local Authority Notice of Change (ANOC) and Small Value Change Notice (SVCN) requests, as required and authorise Damage Reports as required. Scrutinise in detail and challenge costs, materials, time scales etc. on the above as appropriate. Update spreadsheets with a detailed record of documentation and communications.
- Where it falls outside of the PFI agreement, provide or arrange a portage service ensuring that school activities can proceed as expected.
- Promote the correct use of the Mitie helpdesk by staff.

**b) PFI – ICT Service**

- Attend monthly meetings with RM (ICT provider).
- Support the Leadership Team to consider approaches for existing use and future plans to introduce or discard technology in the school.
- Support consultation with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Support the Leadership Team to establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Consult with RM to ensure contingency plans are in place in the case of technology failure.
- Promote the correct use of the RM helpdesk by staff.

**c) Cleaning and Catering – Soft Facilities**

- Attend monthly meetings with cleaning and catering contractor(s).
- Be first point of contact for staff and partners for all operational contractual matters relating to cleaning and catering facilities.
- Represent the school at termly/half termly management meetings and report back to the SBM in a timely and accurate manner.
- Promote the correct use of the cleaning and catering helpdesk(s) by staff.

**d) Copier Lease**

- Review the copier lease agreement regularly against output documents (e.g. invoices and reports) to determine whether savings identified during the tendering process are being realised, and report back to SBM.
- Advise the reprographics team on correct usage of appropriate copier machines to achieve value for money.
- Liaise with Account Manager for copier supplier, as appropriate regarding any contractual and/or service issues.

### **3. Accessibility**

- Support and advise the SBM, as required, to manage and improve the physical environment of the school buildings and grounds to meet the needs of a range of disabled students.
- Be aware of the school's Accessibility Policy and assist the SBM in evaluating and reviewing the Accessibility Action Plan annually to improve access to the curriculum for students with special needs and disabilities.

### **4. Lettings**

- Following the school's Lettings Policy, manage and monitor effectively all lettings that are not PFI related.
- Ensure that there is sufficient staffing and security available during lettings.
- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure.

### **5. Financial Management**

- Advise the SBM on the optimum use of school funds allocated for premises, including capital funding.
- Obtain quotes for service, equipment and repairs in line with the school's Finance Procedures.

### **6. Health and Safety and Fire**

- Review and monitor hazards and risks and bring any issues immediately to the attention of the SBM or PFI contractors, as appropriate or take action to minimise the risk or hazard where possible.
- Undertake and document risk assessments for the school site and other risk assessments/health and safety checks as directed by the SBM or as notified.
- Review and update the school's critical incident, business continuity and lockdown policies and procedures.
- To respond to health and safety issues and incidents and advise the SBM accordingly.
- As school fire officer lead, regularly review the school's evacuation procedure and ensure that all fire notices are in the appropriate place and instructions are clear and readable.
- Ensure that all fire and security systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed by Mitie.

### **7. Data Protection**

- Ensure compliance with the Data Protection Act, and develop the school's Data Protection Policy.
- Ensure best practice is followed and advise staff on the provisions of the Data Protection Act.
- Process and respond to all requests for information.
- Ensure data remains up to date and is destroyed when necessary (electronically and hard copy).

### **8. Additional duties**

- Maintain a high degree of professionalism, confidentiality, politeness, tact, sensitivity and awareness in relation to all duties undertaken.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

## **SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

# **Person Specification for Facilities and Contracts Manager**

## **Qualifications and training**

Educated to GCSE or equivalent level, including at least a C grade in English and maths

Further education to A levels or degree level is desirable

Facilities / contract management qualifications or training is desirable

## **Professional experience and knowledge**

Experience of facilities and contract management in a work environment is desirable

Experience of managing Private Finance Initiative contracts is desirable

Experience and/or knowledge of health and safety regulations

Experience and/or knowledge of assessing risks and hazards

Knowledge of basic building repairs and maintenance is desirable

## **Abilities and skills**

Ability to manage time effectively and demonstrate initiative and logic, including establishing priorities

Fluency in the use of IT systems

Ability to negotiate, consult and make effective decisions on behalf of an organisation

High level of communication skills, verbal and written

Ability to work under pressure and meet deadlines

Ability to interact with a variety of people in a calm and professional manner

Ability to resolve contractual disputes and conflicts

Good analytical and organisational skills

## **Personal qualities**

Excellent attendance and punctuality

Willingness to be flexible and take on additional duties as and when required

Adaptability to changing circumstances and new ideas

Possess integrity, honesty, perceptiveness and a commitment to fairness

## **Safeguarding and equal opportunity**

A commitment to safeguarding and promoting the welfare of young people

A commitment to providing a safe and secure environment for students and staff

A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way

A commitment to working in a flexible and collaborative manner with all members of the school community