



## Job Description

**POST:** Facilities Manager

**RESPONSIBLE TO:** Cluster Asset Manager

**KEY RELATIONSHIPS:** Cluster Asset Manager, Principal, Academy Leadership Team; relevant teaching & support staff; Property & Estates Management; other Oasis Academies and Oasis Community Learning national staff; External Service Providers.

**SALARY:** £28,770 - £30,825 + Expenses + Local Government Pension

**LOCATION:** Oasis Academy Woodview

**WORKING PATTERN:** Full time

**DISCLOSURE LEVEL:** Enhanced

## Job Purpose

1. To provide delivery of the Property & Estates services to a large single or small cluster of multiple-site Oasis Academies
2. Responsible for the delivery of high quality, customer focused Property and Estates functions to a selected Oasis Academy
3. To act as a point of contact for all Property and Estates matters for selected Oasis Academy in support of Principal, Oasis staff and other external service providers
4. Provide security of the site and emergency cover as and when required
5. Provide support in all day-to-day activities either internal or external
6. Ensure statutory compliance, satisfactory performance and completion of PPM, cyclical programme and other Estates and Property programs of work

## Specific Responsibilities

### A. Key Responsibilities & Accountabilities

1. To promote a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day to day activities



2. Management of day to day activities for Property and Estates, including setting and agreeing schedules for all out of normal working hours activities and tasks
3. Being responsible for the security of the site and ensuring opening and closing the Academy at the start and finish of the day. Routine security checks outside of school hours, respond to all alarms and be the first point of contact out of hours
4. Maintain access control, CCTV and physical security systems on site.
5. To ensure the appropriate programme of repair and maintenance for property and grounds are followed and all records are updated as and when require.
6. To undertake emergency, planned repairs and maintenance within capability, responding effectively and keeping records of all such work. Ensure all such faults are reported to the correct line management in a timely manner
7. Routine building inspections of Academy and recording daily maintenance and Health and Safety compliance checks
8. To ensure all operations comply with relevant legislation, including Health & Safety at Work etc Act 1974 within delegated limits under the direction of the Regional Asset Manager.
9. To take ownership and responsibility for Property & Estate functions ensuring Health and Safety systems are fully maintained and updated within delegated limits under the direction of the Regional Asset Manager.
10. Undertake risk assessments and Health and Safety checks for Academy on a daily, weekly, monthly & annual basis or as and when required
11. To ensure all site operations comply with relevant legislation expected of the role and position
12. Effective management of outsourced service contracts at a local Academy level under the overall direction of the Regional Asset Manager
13. To monitor and develop budget information throughout the year for Academy
14. To maintain accurate Property & Service contract records for Academy
15. Provide portering services to Academy ensuring school day to day activities proceed as expected
16. Regularly reporting on both the performance and status of Academy to: Academy Principals and regional Property and Estates management



17. Maintain and develop a professional effective working relationship with all stakeholders to ensure an integrated approach to the achievement of key Property and Estates functions.
18. Attend meetings with Academy Principle and Property and Estate Management, (including some evenings and weekends) with stakeholders and partners or as directed
19. Maintain energy efficiency of Academy and review and recommend cost saving measures
20. Be a local point of contact for Business Continuity Plan and emergency events
21. Deliver a level of in-house training
22. Act in a professional diligent manner at all times
23. Comply with Quality Assurance procedures and agreed direction

#### **B. People Management**

1. Support and manage site grounds persons and other non-technical site-based staff
2. Management of service contractors
3. Set and maintain high professional and personal standards

#### **C. Relationships**

1. Report to Cluster Asset Manager
2. Daily contact with Academy Principal and Business Development Manager
3. Regular contact with service provider supervisors, and managers
4. Oasis staff, managers and directors
5. Oasis Finance Administrator/Managers
6. Safety Environment Manager
7. Landlord's building managers and contractors
8. Facilities managers of other organisations
9. Human resources

#### **D. Decision making authority**



1. Financial decisions within limit of authority
2. Input regarding awareness of service contracts
3. Review services and delivery methodology to ensure 'best practice
4. Communicate with service providers and third-party specialists and consultants to benchmark performance levels and cost
5. Employee management satisfaction with the service provided

#### **E. Decision making authority**

1. Be collaborative and flexible in your approach and able to change with the evolving nature of Oasis in an inclusive and adaptable way
2. Act in a professional manner with high levels of confidentiality and diligence
3. Be considered, inclusive, and holistic in the approach to delivery/outputs
4. Liaise with consultants, contractors and other services providers in a range of activities and functions
5. Provide leadership and ownership of systems in support of data held and managed in relation to Property and Estates Health and Safety database, Property Data systems (Property Asset Data), and other relevant systems
6. Assist in maintaining effective and efficient filing structures
7. Provide technical administrative support to the Oasis Academy staff and the staff within the Property and Estates department
8. Provide support on projects undertaken both in-house and externally

#### **F. General running of the Property & Estates Department and support to the Academies Directorate through:**

1. Daily, weekly and monthly reports
2. Answering the phone
3. Dealing with complaints
4. Meeting facilitation



**G. Safeguarding children and young people**

1. Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people.
2. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
3. Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally.

**OTHER:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



# Facilities Assistant

## Person Specification

### Our Purpose

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.'

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Suitable trade qualifications</li> <li>• Suitable premises or facilities qualification</li> <li>• Suitable Health and Safety qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and understanding mechanical and electrical systems</li> <li>• Manual Handling.</li> <li>• First Aid at Work.</li> <li>• Working at Height.</li> </ul>
Experience, Skills & Knowledge	<ul style="list-style-type: none"> <li>• Significant practical experience of 3 years within building and grounds maintenance</li> <li>• Experience of delivering reactive, cyclical and planned services/projects in the contract administrator and/or Employers agent role</li> <li>• Experience of managing budgets and forecasting</li> <li>• Experience in line management</li> <li>• Good communication skills, negotiation skills</li> <li>• Excellent organisational skills</li> <li>• Proven ability to work under pressure &amp; respond to deadlines</li> <li>• Excellent inter-personal skills</li> <li>• Excellent written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to work remotely with self-discipline, commitment and drive</li> <li>• Proven experience of working within the Education sector</li> <li>• Excellent working knowledge of MS Word, MS Excel and MS Outlook.</li> </ul>

	<ul style="list-style-type: none"> <li>• Up-to-date, effective working knowledge of IT systems &amp; office facilities, including the MS Office suite of systems</li> <li>• Good attention to detail</li> <li>• Good standard of literacy and numeracy</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Self-motivated with a 'can-do' approach to problem solving.</li> <li>• Able to demonstrate initiative and work unsupervised.</li> <li>• Well-honed decision making skills.</li> <li>• Reliable, enthusiastic and committed.</li> <li>• Able to keep their head in a crisis.</li> <li>• Team player able to work collaboratively.</li> <li>• Able to deal with people sensitively from a broad cross-section of backgrounds at all levels, internally and externally.</li> <li>• Ability to remain discrete when privy to confidential information.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviour and attitudes, and to use of authority and maintain discipline.</li> <li>• Have a willingness to demonstrate commitment to the values and behaviour which flow from the Oasis ethos.</li> <li>• Full driving license.</li> </ul>	