

Job Description & Person Specification

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| Job Title: | Property & Facilities Manager |
| Service / Provision: | Central Services |
| Job Family: | Operations |
| Line Manager: | Head of Operations |
| Salary Band: | Brunel Grade E1 - 5 |
| Annex | Please ensure you refer to Annex 1 with this Job Description |

- To support the Head of Operations in Partnership with Headteachers (HT) to deliver effective Facilities Management across The Brunel Estate.
- To manage a Total Facilities solution providing high quality soft services and hard services to Provisions and Central Services teams across the Trust
- To share best practice and work economically and effectively providing the best service to each service user.
- To support our organisational vision, creating an efficient, flexible and sustainable estate which is fit for purpose, providing a healthy environment to work and learn, while delivering exceptional value, contributes to the growth agenda and reducing our environmental impact.

Key accountabilities, duties and responsibilities

Estates & Facilities

- Deliver an Estates & Facilities service which is proactive in its approach to need and the Estates & Facilities Strategy
- Lead the provision of FM Services to the highest standard meeting the need provisions of HT requirements/expectations in this complex multi-site environment
- Ensure continuous improvement and growth whilst delivering the business objective
- Implement policies and procedures relating to the buildings and FM services
- Manage building and compliance audits and inspections across all areas of responsibility against contract deliverables
- Manage, maintain and develop all statutory records for asset management, compliance and planned preventative maintenance (PPM)
- Actively contribute and support the ongoing work of the wider Operations team
- Complete regular and recorded site inspections covering, but not limited to, cleaning audits, condition audits and compliance.
- Liaise with suppliers of services for both planned and reactive tasks to be undertaken with minimal disruption to normal operations and are completed to the time, cost, quality or contractual requirements
- Manage own subcontractors to ensure all work is completed to time, cost and quality requirements
- Lead all project works from the Estates & Facilities operation support local management where necessary
- Forward plan any capital works programmes with HTs and ensure work is affordable and in line with Provision and Brunel Academies Trust strategies
- Liaise with landlords in respect of any fabric changes to buildings prior to any work commencing and obtain any necessary licences/permissions from the appropriate bodies prior to works commencing

- Arrange quotes for all works out of scope of contracted services including capital and one off purchases for all sites
- Ensure all financial procedures are followed for Estates & Facilities works
- Purchase/disposal of assets as and when required in line with legislation appropriate to the asset
- Act as a point of contact for all building insurance claims
- Manage the three year rolling maintenance programme providing updates to senior leaders as required
- Track all spend with area of control to provide accurate costs associated with project, planned and reactive tasks
- Liaise with and support Contractors providing third party PPM and compliance services across the estate, providing scrutiny over reports and documentation provided under those contracts

Health, Safety and Environment

- To support and work with the Health and Safety Adviser to maintain safe working practices and a proactive safety culture throughout the organisation
- To ensure all sites are compliant with all statutory obligations in relation to Health and Safety
- Ensure all sites are safe and secure at all times adhering to health and safety requirements and any statutory Ofsted guidelines for the health safety and wellbeing of staff, learners and visitors
- Actively seek and embed in the team and contracted services a Health and Safety culture which offers no compromise on best practice behaviours
- For each property participate in periodic H&S compliance audits, Fire Risk Assessment, Water Risk Assessment and annual building evacuation exercise
- Manage and audit the safety of contractors and visitors attending our sites have completed the relevant induction and RAMS reviewed prior to works
- Ensure all relevant Health & Safety records/log books (including but not limited to Asbestos, L8, COSHH) are kept up to date, are available for inspection at all times and are archived/retained in accordance with company policy
- Implement and manage the monitoring of essential services such as lighting, heating, ventilation, equipment and utilities
- Promote environmental protection/sustainability, energy efficiency and waste recycling in conjunction with wider initiatives

Fleet Management

- To support the Head of Operations and Operations Coordinator with the day to day management of vehicles and fleet management
- To support vehicle maintenance requirements and organise the transportation of vehicles to and from garages and repair providers working with the Facilities technicians
- To support the moving of vehicles to and from provisions as required to support transport of Children and Young People (CYP)

Contract and Supplier Management

- To work with procurement colleagues to operate best value including consolidation of service provision when procuring products and services
- Operationally manage supplier performance to time, cost, quality and contractual requirements
- Contribute towards supplier tender processes adding site specific knowledge to the build-up of requirements
- Provide management and coordination of facilities management functions and maximise the performance of contractors and consultants in the performance of their duties.
- Embed a continuous improvement behaviour into the contracted service providers
- Compile and co-ordinate data, statistics, financial and performance returns etc.; produce reports as required

- Proactively identify opportunities to improve services and facilities within the Area; initiate minor improvement work or service variations within delegated budgets
- Embed all contracted service providers into the Brunel Academies Trust vision and values for a collaborative working partnership for the duration of the contracts
- Promote Environmental behaviours within contracted services

| Tasks/duties | Essential skills | Desirable skills |
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| Qualifications & Training | <ul style="list-style-type: none"> • Minimum Level 4 (A-C) qualification in English and Mathematics | <ul style="list-style-type: none"> • Health and Safety qualification – NEBOSH/IOSH (or willingness to undertake) • Member of Institute of Workforce and Facilities Management IWFM |
| Knowledge & Experience | <ul style="list-style-type: none"> • Substantial knowledge of health & safety and fire regulations including COSHH • Experience in liaising with external stakeholders and negotiating prices that provide value for money | <ul style="list-style-type: none"> • Experience of working in a school/education environment |
| Skills & Abilities | <ul style="list-style-type: none"> • Ability to write up all relevant paperwork e.g. health and safety documents, reports etc. • Ability to manage a team of Technicians • Ability to manage contractors • Excellent time management skills • Strong ICT skills and proficient in the use of Microsoft/Word/Excel | |