**Newcastle City Council Job Description**

**Directorate:** Children’s Services

**Division:** Schools

**Post Title:** Facilities Manager (EE804)

**Evaluation:** 515 Points **Grade:** N7

**Responsible to:** Head Teacher

**Responsible for:** Cleaning Staff allocated

**Job Purpose:** To co-ordinate and supervise the support of facility and

ancillary services within the school to ensure the building is fit

for purpose. Undertake reasonable day to day instructions assigned by the head teacher. To ensure the delivery of services in accordance with customers service standards, policies and procedures. To provide a professional and efficient caretaking and maintenance service across all school premises.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To carry out the various policies and procedures associated with the operation of the facility. Specifically those relating to; staff supervision, security and access, maintenance and repair and health and safety. To ensure that quality assurance is reflected in all aspects of caretaking and cleaning.
2. To be responsible for the day to day supervision of designated employees, maintaining good working relationships and team working. The completion of all related paperwork associated with the supervision of employees. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other users and that all referrals are routed through the appropriate staff.
3. To undertake the day to day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters and report any faults to the Head teacher. To receive instructions from the Head teacher or designated senior staff.
4. To brief the Head teacher and senior management team on a regular basis on all matters relating to site maintenance. Attends premises sub committee meetings.
5. To monitor and maintain limited delegated budgets
6. To assist in the monitoring of the repair and maintenance budget including signing customer job satisfaction notes and ensuring that charges made are in accordance with the agreed rates.
7. To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by undertaking cleaning and by supervising the cleaning staff. Accept responsibility for the security of the premises including the locking of doors, setting alarms, etc, and undertaking call out duties.
8. To undertake the clearance of snow from all accessible areas and to grit as necessary.
9. To assist in reporting all repairs and maintenance needs to the Head/School Business Manager and then arranging for quotes/estimates and repairs for any tasks which are outside the post holder’s expertise.
10. To liaise with and to ensure that contractors on site do not cause a health and safety hazard or damage to school property and report matters of concern or noncompliance with contract specification to the relevant City Council Officer or contractor.
11. To monitor heating levels, on a daily basis if necessary and ensure consistent levels of provision. This includes checking controls and arranging for the cleaning and periodic maintenance of the heating systems and associated plant and their inspection.
12. To undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.
13. To carry out porterage duties as required including the coordination of the removal and placement of furniture and equipment.
14. To carry out repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contractors and the inspection of any works undertaken.
15. To promote and implement the Council’s Equality policy in all aspects of employment and service delivery.
16. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School’s policies and procedures.
17. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or come into contact with.
18. To be responsible for routine lighting maintenance.
19. Routinely to check all fire fighting, fire alarm and emergency lighting systems and log all data and coordinate their necessary maintenance and inspections.