

Job Description

Job Title	Estates & Facilities Lead
Salary/Grade	RSW Scale 6
School Name	The Royal School
Location	Penn Rd, Wolverhampton WV3 0EG
Reporting to	Principal
Responsible for	Estates & Maintenance Team, Domestic and Laundry Team, Community Facilities, Catering

Purpose of the post

The post holder will be professionally, technically and managerially responsible for the School Estate, Facilities, Health & Safety.

In partnership with the School Senior Leadership Team, the post-holder will contribute to the Strategic Development Plan for the school. The post-holder will lead the implementation of the strategic and operational plans across the school in partnership with the Principal and extended Senior Leadership Team.

Supporting the school with coordinating upkeep, maintenance, compliance, security and health and safety. Providing advice and an expert perspective on buildings maintenance alongside leading on Health and Safety.

The post-holder will develop and deliver communications, including briefings, and materials as appropriate to support the school with new legislation and policy changes.

Ensuring compliance by developing operational procedures, protocols, undertaking risk assessments and work place inspections whilst ensuring the school estate is managed appropriately. Raising the profile of Health, Safety, Estates and Facilities by using positive, effective communication and promotions.

The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Reporting to

Duties and responsibilities attached to this post are as follows:

1. To lead the implementation of operational plans in relation to Estates, Facilities, Health and Safety across the School to deliver agreed objectives
2. Preparing reports for the Principal and Senior Leadership Team, Trustees, Local Governing Bodies and relevant external bodies (e.g. Health & Safety Executive,

Ofsted, Boarding Schools Association) in all areas relating to the role, as and when required

3. Establishing and maintaining, together with the school Finance Department a preferred suppliers list for Estates, Health and Safety and Facilities Management
4. Monitoring the quality and value for money provided by approved suppliers
5. Effective liaison with contractors involved in projects and ensuring that procedures are effective
6. Management of annual maintenance and statutory inspections and condition surveys
7. To develop short, medium and long term investment plans in conjunction with the Principal and Finance Manager
8. To deliver planned maintenance programmes to support investment plans
9. To write contract specifications for services together with the Finance Department
10. Proactive engagement and management of professional contractor services, to ensure that services are procured in line with school financial/ procurement regulations and statutory regulations, and the delivery of high quality and cost efficient services, in line with contract specifications
11. Ensuring that all estates and facilities management systems, processes and practices are consistent
12. Developing and ensuring accuracy of facilities maintenance and management records, including records of inspections and compliance documentation
13. To develop and deliver communications, training within the team, including briefings and materials as appropriate to support
14. Maintain, develop and contribute to internal, local, regional, national and other partnerships to influence, support and maintain best practice

Health and Safety - This will include, but is not limited to:

15. Liaising with Managers to ensure that all Health and Safety management systems, processes and practices are consistent
16. Working with Team Leaders to ensure that, in all activities undertaken, the School properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; relevant regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.
17. Manage Health and Safety projects with support from the Senior Leadership Team, in accordance with all school policies, procedures and financial instructions
18. Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner
19. Working with Managers to ensure the school's responsibilities in relation to maintaining health & safety statutory documentation is met

20. To review and develop existing and new policies in line with statutory requirements and managing any necessary consultation process
21. Working with the team to put in place systems to ensure buildings are safe and secure at all times and adhere to Health & Safety requirements, other statutory requirements and Ofsted guidelines for health and wellbeing of staff, students and visitors
22. Undertaken and identify improvements through audits, quality assurance, identifying training needs, benchmarking and the interpretation and dissemination of legislation.
23. To ensure that relevant staff across the school are appropriately trained in accordance with legal requirements in relation to Health and Safety

Risk Management

24. Responsibility for contributing to the school risk register
25. Analysis and mitigation of Estates, Facilities and Health & Safety risks

Staff Management

26. Lead the Estates & Facilities team and manage the day-to-day practice and allocation of work. Ensure that effective professional practice and supervision is delivered throughout the team.

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.

Health and Safety - The post holder must at all times carry out his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.