

## JOB SPECIFICATION

<b>Job Title:</b>	Regional Facilities Manager
<b>Location:</b>	Fowey (Cornwall) or home based
<b>Salary:</b>	£28,000 - £35,000 per annum (depending on experience)
<b>Contract:</b>	Fixed term (12 months)
<b>Hours of work:</b>	Full time, 42.5 hours per week
<b>Prepared Date:</b>	July 2018

### Job Summary

The Regional Facilities Manager (RFM) will oversee the estate in their region, ensuring it is fit for the purpose of delivering education in safe and secure premises.

### Main Duties and Key Responsibilities

The RFM will provide the following functions in their region:

- Day to day Facilities Management advice in relation to management of the estate.
- Monitor helpdesk tickets for each site and ensure tasks are completed to acceptable timescales.
- Continuous statutory compliance monitoring. This includes testing, inspecting and providing certification to ensure all building elements are compliant with relevant legislation and all records are up to date and held securely at each respective school site. Ensuring all members of the site teams are clear around what's expected of them in terms of stat compliance, testing and the keeping of accurate records.
- To maintain premises related health and safety matters in liaison with the Trusts health and safety consultant.
- Supervise estate teams (wherever their employment rests) inclusive of absence, performance management, disciplinary, recruitment and annual review.
- Supervise sub-contractors.
- Ensure onsite estates team are trained and supervised to perform to the standards required by the Trust, and to comply with all health and safety rules, procedures, and requirements.
- Ensuring effective communication and collaboration within and between the estates teams.
- Conduct regular site visits/property inspections for service delivery control.
- To be in regular contact with the Principals and Regional Executive Principals to identify estate priorities and thereafter effectively communicate progress.
- To report to Estates Manager and deliver monthly overview reports for the estate.

- Monitor overtime and update payroll monthly.
- To be a contact for the Trust and academy leadership teams and governing bodies.
- Complete procurement of subcontractors and suppliers to the estates service. Thereafter selecting and monitoring of subcontracted estate services.
- Identifying, specifying, and delivering Capital Works to the estate within designated annual budget allocation.
- Provide strategic property advice to help the Trust make informed and confident decisions on the estate – matching occupational property current and future educational needs.
- Creating Pre-Planned Maintenance (PPM) Schedules for each site.
- Implementing a planned regime of servicing and maintaining all critical assets (including but not limited to electrical services, boiler plant, gas services, water storage and distribution systems and firefighting equipment).
- To monitor repairs and maintenance spend against annual site specific budget.
- Request purchase orders and place orders for all estates related items whilst maintaining up to date information on tracking schedule.
- To provide catering support both in house and via subcontractors to ensure catering provision is delivered to a high standard.
- To ensure facilities are cleaned to the standard expected by school. Maintaining stock levels and staffing cover.
- Perform other duties as assigned, and show flexibility in the working pattern or and provision.
- Maintain high standards of professional conduct and personal appearance.
- To work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

### **Main Duties and Key Responsibilities**

- At least 1 years' experience in a similar role.
- Previous experience in managing and motivating a team.
- Experience in successfully managing the maintenance of a portfolio of properties.
- Excellent project management skills.
- The ability to prepare detailed works specifications.
- The ability to prepare and manage budgets.

- The ability to write reports and communicate clearly.
- Experience of developing positive working relationships with operational colleagues.
- The ability to manage a varied and complex workload, work under pressure and prioritise work.
- Knowledge of Health & Safety requirements.
- Knowledge of environmental issues and regulations.
- IOSH or NIBOSH qualified
- Full clean driving licence

### **Disclaimer**

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Facilities Management reserves the right to revise this job description at any time.

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