



WREKIN

JOB DESCRIPTION

Job Title Facilities Manager
Responsible To Head of Operations

Responsible For:

Caretaking
Events, hospitality and lettings
Sports Centre Staff
Transport
Catering
Housekeeping

Main Purpose of Job

Oversee the day-to-day management and administration of domestic operations to support the smooth delivery of operations across the Trust.

Work as part of the wider Operations team to help manage and grow the commercial opportunities for the school, raising additional funds through commercial activities such as residential lettings, venue hire and sports facilities hire.

Duties and Responsibilities:

Caretaking:

Manage the Caretaking team

Oversee the following tasks:

Security of the buildings and site

Deliveries and portorage

Alarms / emergencies

Working with the Health & Safety Officer to carry out the following tasks:

Legionella testing

Weekly fire alarm tests and fire extinguisher checks

Portable Appliance Testing

Minor reactive maintenance tasks

College Events and Commercial Lettings:

- Ensure Trust events are appropriately managed including caretaking, catering, housekeeping, IT, estates and other operational departments in advance.
- Liaison with appropriate staff to ensure that events run smoothly and safely.
- Respond to venue hire and event enquiries in a timely manner, assisting with tours of the College's facilities to prospective clients.
- Ensure that room bookings are made and event forms are completed in advance of all events.
- Assist with the creation of event plans and lets requirements sheets.
- Liaison with caretaking, catering, housekeeping, IT, estates and other operational departments in advance of events/lets to ensure all logistics are communicated effectively.

- Assist with ensuring all relevant documentation is in place and when required produce risk assessments for the school.
- Managing check in/out of boarding houses, welcoming guests, and providing a tour of the facilities where required.

Sports Centre:

- Manage and support the Sports Hall Manager.
- Together with the Sports Hall Manager ensure the efficient and effective running of the facilities.
- Together with the Sports Hall Manager ensure that the facilities are kept to an agreed and acceptable standard.

Transport:

- Oversee the management of the school transport fleet of owned and leased minibuses ensuring that vehicles are taxed, valeted, inspected and serviced as required.
- Oversee the driver training and assessment as required.
- Oversee the pupil home to school morning and afternoon transport
- Regularly review the College transport policy.

Domestic Operations:

Catering:

Oversee the catering service across the Trust.

Monitor the provision of service as set out in the contract.

Ensure smooth communication between different departments.

Housekeeping

- Oversee the housekeeping and laundry.
- Ensure smooth communication between different departments.
- Together with the Housekeeping Supervise all costs related to cleaning services.

Budgeting Management:

- Monitor and control expenditures within approved budget limits, maintaining accurate financial records.
- Identify opportunities for cost savings and recommend improvements in operational efficiency.
- Liaise with external suppliers to negotiate all service contracts, monitor service levels, and ensure value for money.
- Conduct regular evaluations of suppliers to maintain high-quality service standards.
- Manage inventory levels for all supplies and equipment, ensuring efficient stock control and reordering.

Health and Safety:

- Together with the Health & Safety Officer ensure compliance with health, safety, and hygiene regulations, including risk assessments and necessary certifications.
- Implement and maintain procedures and protocols to safeguard pupils, staff, and visitors in domestic and Sports Hall areas.
- Stay updated with relevant legislation and best practices, recommending and implementing changes as necessary.

PERSON SPECIFICATION

- Leadership experience and able to manage a team
- Excellent interpersonal skills
- Good project management and planning skills and IT literate
- Able to work with multi-disciplinary teams
- Good level of financial acumen and experience of managing budgets
- Ability to adapt to change and maintain a positive attitude in the face of conflicting demands
- Health & Safety experience and qualifications desirable (such as NEBOSH or IOSH)
- Project management experience - Proficient in IT
- Experience of working in an educational setting desirable but not essential

Salary will be dependent on experience (Range £30,000-£40,000)

Closing Date 30th April 2024

CVs will only be accepted as supporting documentation. Please go to our website www.wrekinoldhall.co.uk and download an application form.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, Further information from <http://www.wrekinoldhall.com>

All shortlisted candidates will be social media screened in accordance with the KCSiE guidance.

The successful applicant will be subject to a disclosure and barring list check and other child protection screening including previous checks with previous employers. We are an equal opportunities employer and welcome applications from all suitably qualified persons. Registered Charity No 52841