

## TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Deputy Facilities & Estates Manager
Job Holder:	TBC
Line Managed By:	Facilities and Estates Manager
Date:	January 2022
Pay and Conditions	Salary range £26,083 to £28,769 per annum Full time Holidays: 28 working days including bank holidays to be taken during school holiday periods 37 core hours across 5 days (Monday to Saturday) shift pattern as agreed across the team including early morning and evening shifts. One hour of unpaid rest per working day.
<p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>To assist the Facilities and Estates Manager (FEM) in the efficient and effective management of School Estate and Facilities - deputising for the Manager as required.</li> <li>To work as part of the team responsible for the day-to-day security, safety, cleanliness and general maintenance of the school estate and associated facilities in order to ensure the school environment is safe and fit for purpose; maintaining a high quality teaching and learning environment for users.</li> <li>To assist the Facilities and Estates Manager in generating additional income for the School through the management and oversight of school lettings arrangements.</li> </ul>	
<p><b>Duties and Responsibilities</b></p> <p><b>Estate and Facilities Resource Management and Reporting</b></p> <ul style="list-style-type: none"> <li>To support the FEM in devising, implementing and monitoring an annual expenditure plan for maintenance and capital development - taking account of Health and Safety and Academy development priorities;</li> <li>To support the FEM in their management of capital and maintenance building projects;</li> <li>To support the FEM in monitoring the quality of contracted goods and services to ensure they meet expectations and operate within the allocated budget;</li> <li>To support the FEM in the preparation of Health and Safety and Estates reports for the Governors and Senior Leadership Team;</li> <li>To take responsibility for the requisition, maintenance and record keeping of the school minibus.</li> </ul> <p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>To organise the weekly deployment of the F &amp; E team by rota to ensure the most effective deployment of the team monthly across the year - in consultation with the FEM.</li> <li>To provide daily and weekly task schedule to the F &amp; E team in consultation with the FEM</li> <li>To ensure all members of the F &amp; E team maintain a daily timesheet of works completed;</li> <li>To deputise for the FEM in all aspects of HR and deployment in their absence.</li> </ul>	

### **Security**

- To carry out security procedures across the School estate including the routine and non-routine opening and closing of the School estate;
- To check, address and report damage or security breaches daily;
- To prevent trespass on the school estate and guard against the unauthorised parking of vehicles;
- To unset and set the school alarm system;
- To respond to, and reset the school alarm, liaising with the police and alarm company, check and secure the school estate subsequent to out of hours intruder alarm activation
- To register as Key Holder and be point of contact in an emergency callout situation ;
- To deputise for the FEM in all aspects of Estates security in their absence.

### **Health and Safety**

- To perform duties in line with health and safety and COSHH regulations and take remedial action where hazards are identified reporting serious hazards immediately;
- To undertake additional training and/or qualifications to support the Health & Safety culture of the School;
- To maintain the School's health and safety compliance systems including regular water testing and flushing, emergency light and fire alarm tests maintaining registers as required and to report any Health and Safety breaches to the Facilities and Estates Manager;
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse;
- To monitor that external contractors are adhering to safe working practices, and are in compliance with the School's Contractor rules;
- To provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergency;
- To carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage;
- Ensure that clear passage is maintained on fire escape routes;
- To undertake road supervision duties by rota to ensure safety of students arriving and departing from school at the beginning and end of the School day;
- To know the location of first aid kits around the School;
- To deputise for the F&M Manager in all aspects of Health and Safety in their absence.

### **Internal Events**

- To support internal school events by preparing facilities, setting up IT and configuring rooms as required;
- To manage traffic and parking for larger events;
- To supervise the use of the facilities during events, identify and respond to facilities related issues as they arise;
- To ensure designated meeting rooms are refreshed and prepared daily to be meeting ready.

### **External Events**

- To support external events (commercial lettings) by preparing facilities, setting up IT and configuring rooms as required;
- To act as point of contact for the duration of the letting, identifying and responding to facilities related issues as they arise;
- To monitor visitor behaviour and report damage;
- To deputise for the FEM in all aspects of school lettings in their absence.

### **Maintenance**

- To undertake planned and preventative maintenance of the buildings, grounds and plant on the school site including basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently;
- To undertake ad hoc urgent repairs including water leaks, repairs of doors, windows and furniture and cleaning up after breakages and spillages;
- To undertake regular monitoring of building management systems and utilities to quickly deal with plant or energy supply failures;
- To record meter readings and monitor heating oil supplies;
- Report any defects of the estates, furniture, fittings and equipment to the FEM.
- To monitor the work of contractors working on site as directed by the FEM.
- To support the basic functioning of the School's printer and copying systems including ensuring all printers are stocked and administering the printer control systems;
- To undertake projects as directed by the FEM that maintain the fabric of the School and its facilities including repairs, re-decoration and maintenance development projects.

### **General Duties**

- To maintain the general upkeep, cleanliness and tidiness of the School facilities internally and externally;
- To undertake portering duties including receiving, checking and distributing deliveries support office and classroom relocations;
- Oversee the management of refuse collection pick up arrangements and ensure that external rubbish is stored appropriately;
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances;
- Carry out periodic cleaning of internal / external areas (including windows and light shades/diffusers, paths and drains) to a height of eleven feet from floor level;
- To maintain and complete a daily time sheet of works completed.

### **Additional Duties:**

- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends;
- To carry out any other duties as may from time to time be required by the FEM.
- To maintain confidentiality;
- To participate in training and other learning activities and performance appraisal and development as required;
- To ensure that actions and duties are performed in full compliance with Health and Safety, building, property and estates regulations and the Health and Safety Policy of

- the Academy;
- To play a full part in the life of the school community, to support the school ethos and to encourage staff and students to follow this example;
- To actively promote school policies.

**Additional Notes**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Professional Standards**

It is important to recognise that Tonbridge Grammar School staff must maintain professional standards at all times and to recognise that they are role models for the students in many respects.

Such professional standards include:

- Dress: Members of the F & E team are expected to maintain a smart and professional appearance and are provided with appropriate clothing which should be worn whilst at work;
- Punctuality: this is expected in all aspects of work;
- Duty of Care: keeping our students safe and acting in the child’s best interest at all times;
- A position of trust, being seen to be demonstrably fair, even-handed and consistent in dealing with students;
- Propriety and behaviour: all staff are expected to adopt high standards of personal conduct in accordance with the Staff Code of Conduct;
- Taking good care of the fabric of the School;
- Being aware of and carrying out the Acceptable Use of ICT policy when using the School network.

Please sign and return one copy to the Head Teacher’s EA.

Signed by Head Teacher.....

Signed by Post Holder.....