



Job Description	
JOB TITLE	Mobile Facilities Manager
JOB FAMILY	Facilities
PHASE	Central
HOURS	Full time position 37 hours per week, 52 weeks per year
REPORTING TO	Regional Facilities Manager
RESPONSIBLE FOR	Mobile Facilities Officer/Assistants
Job Purpose	
<ul style="list-style-type: none"><li>• To manage the utilisation of the premises and associated facilities for both educational and allied usage across The Thinking Schools Academy Trust. To ensure that the premises are presented at all times in a secure, safe and well-maintained state.</li><li>• To oversee maintenance programmes and monitor any associated budgets.</li><li>• Work with the RFM to support capital developments.</li><li>• Oversee and manage the cleaning to ensure the facilities are clean and tidy for all stakeholders</li><li>• H&amp;S management.</li></ul>	
Duties and Responsibilities	
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Line manage the facilities team including Facilities Officers and Assistants.</li><li>• Prioritise and allocate jobs to the site team using Topdesk</li><li>• Provide oversight of general security and arrangements for locking and unlocking of all premises, responding to enquiries from individuals/visitors.</li><li>• Management of and participation in, as necessary, a shift system for out of hours' requirements.</li><li>• Monitor on-site contractors and associated budgets.</li><li>• Monitor and ensure the recording of regular checks on fire alarms, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings.</li><li>• Ensure that daily access to fire exits and equipment are available and free from obstruction.</li><li>• Organise plans and procedures for emergency situations and liaison with emergency services: number 1 key holder.</li><li>• Where applicable, maintain the minibus and drive by arrangement with Headteacher/ RFM. A MIDAS minibus course provided by TSAT must be passed and be in date before driving the minibus.</li></ul>	



#### **Maintenance**

- Carry out a maintenance programme, as directed by the RFM, for the premises and its equipment, arranging for repairs to be carried out.
- To manage and monitor the issues raised on the Topdesk for the school site and ensure they are completed on a timely and solution-focused basis
- Create and complete action plans relating to inspections, audits and surveys.
- Monitor and ensure maintenance of heating and boiler machinery and record and monitor use of energy.
- Manage the maintenance and buildings budgets, ensuring that procurement guidelines are followed.

#### **Capital Development**

- Work with the RFM to monitor capital projects taking place.
- Liaise with chief contractors and ensure minimal disruption to premises staff.

#### **Cleaning team oversight**

- Manage the cleaning of the premises, delegating responsible persons to supervise external contractors.
- Oversee building cleaning standards to ensure that work is carried out in accordance with specifications and report findings.
- Ensure adequate stocks of facilities and cleaning supplies

#### **Health & Safety**

- Manage the risk assessments and audits, including all safe systems of work and ACOP.
- Maintain COSHH register, Asbestos and Water Hygiene log books. Training will be provided as necessary.
- Be willing to attend various Health & Safety training courses, or attain certificates via e-Learning, as directed by the RFM and regulated by the HSW Act 1974.

#### **Generic Duties relevant to all members of Staff**

##### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues



### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at the Portsmouth Hub . However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



### **Customer Service**

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **Health and Safety**

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures



adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Mobile Facilities Manager

Name:

Signed:

Date: