



Job Description

Facilities Manager

Post Details

Salary: Grade 12 Scale Point 35 £39,571

Contract Type: Full Time

Location: Culham, Oxfordshire

Reporting to: The Principal

Based at ESUK and some flexible working by agreement

Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

Europa School UK is changing the structure for their facilities management and is opening a new role for someone to oversee the management of the school site and facilities. The ideal candidate will be able to manage a team, be an experienced negotiator and be confident with the regulatory frameworks and best practice guidance as it relates to the Education sector.

Job Description

Key Responsibilities and Duties

The Facilities Manager reports to the Principal and is responsible for the management and running of all aspects of our buildings and facilities. This will include all service contracts, and the purchasing of certain categories of goods and services, managing the residential properties and letting contracts.

- Coordinating and managing Health and safety issues related to buildings and services and keeping all Health & Safety information and records and site files up to date
- Managing of compliance across the school site
- Managing the maintenance, upkeep, and development of the buildings and grounds as well as the services and physical facilities in them.
- Managing or overseeing the Site Manager, Maintenance, Facilities, and Caretaking teams (whether in-house or contracted), including ensuring events are set up,



whether during the day, in the evenings or at weekends is always done in an efficient and timely fashion, and that all maintenance requests are prioritised and addressed promptly.

- Effective and efficient financial management of budget allocations including purchasing of relevant items and services.
- Attendance at relevant meetings including governor meetings which may take place in the evening.

Buildings management

- Managing all compliance regulations, surveys, and action plans regarding the school Buildings and infrastructure
- Day-to-day troubleshooting of facilities issues
- Managing and taking responsibility for the relevant budgets
- Taking responsibility for all issues to do with the fabric of the school buildings, residential properties on site and with the facilities and services within them
- Managing maintenance throughout the school. Managing and overseeing the work of the school's maintenance staff, including in the school kitchens
- Creating specifications, obtaining quotations and negotiating with outside contractors for repairs and refurbishment of buildings, getting them approved by the relevant people, then coordinating and overseeing their works, whilst onsite.
- Checking and authorising the payment of all invoices for the Facilities department
- Managing cleaning, grounds, waste and all other service contracts throughout the school including performance reviews.
- Researching, negotiating and in agreement with the relevant people, putting in place new service contracts
- Taking responsibility for the oil and utilities contracts and services

Health and Safety

- Day-to-day supervision of health-and-safety matters relating to buildings and services initially in conjunction with the named Health and Safety Officer
- Organising installation and repair of items of health and safety equipment
- Carrying out risk assessments and risk assessment reviews
- Co-ordinating the follow up and any subsequent investigation into incidents, accidents and near-misses
- Regular 'walk about' inspections of all sites
- Arranging contracts including PAT testing, Playground inspections, science laboratories checks, etc

Lettings

- Oversee all site lettings



- Manage any contract for a fully managed system or a bookings only system.
- Ensure that lettings provide the school with a regular and stable income stream.
- In the event that lettings are brought in house, manage lettings staff.

Events

- Liaising with all relevant staff at all sites to ensure that any event that requires 'setup' is known about well in advance
- Instructing the Facilities team on requirements for any event
- Ensuring that venues are prepared for events

This list is not intended to be exhaustive but an indication of the main responsibilities of the job.



Person Specification

Experience and Skills

Experience and Skills	Desirable	Essential
Experience in Property Management.	<input checked="" type="checkbox"/>	
Experience of managing budgets and expenditure.		<input checked="" type="checkbox"/>
Experience managing multi skilled and multidisciplinary teams.		<input checked="" type="checkbox"/>
Experience of preparing tender and request for quotations documentation.		<input checked="" type="checkbox"/>
Experience in procuring and managing maintenance contracts.		<input checked="" type="checkbox"/>
Experience of training and mentoring members of staff		<input checked="" type="checkbox"/>
Full UK driving licence.		<input checked="" type="checkbox"/>
First Aid at Work trained, or the undertaking to complete this.	<input checked="" type="checkbox"/>	
Sound understanding of traditional building construction technology.	<input checked="" type="checkbox"/>	
Sound understanding of the various trades under Maintenance.	<input checked="" type="checkbox"/>	
Sound understanding of the regulatory frameworks and best practice guidance as it relates to the Education sector, Environmental Health Legislation, Health and Safety Acts (including CDM Regulations), codes of practice on Water Hygiene, etc.	<input checked="" type="checkbox"/>	
Good working knowledge of mechanical and electrical systems.	<input checked="" type="checkbox"/>	
Understanding of COSHH Specific Skills	<input checked="" type="checkbox"/>	
Excellent people management skills.		<input checked="" type="checkbox"/>
Ability to interpret data to anticipate emerging problems and take appropriate preventative action.		<input checked="" type="checkbox"/>
Strong negotiation skills.		<input checked="" type="checkbox"/>



Computer literate with knowledge of Microsoft Office applications		<input checked="" type="checkbox"/>
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Personal Attributes

- Well organised and methodical, with a high degree of attention to detail.
- Self-motivated and resourceful; confident approach to work, enthusiastic and able to plan and undertake work with limited direct supervision.
- Willing to be flexible and hands-on; able to thrive in a small team.
- Quick learner
- Ability to identify new opportunities for the school and make creative suggestions.

DESIRABLE

- Qualifications and or Experience
- Full membership of RICS, MCIQB, IWFM, NEBOSH or IOSH
- Proven experience of contract and supply chain management.
- Experience of Property Management in the education sector.

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School UK is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.