

<b>Post Title</b>	<b>Deputy Facilities Manager</b>
<b>Purpose</b>	To deputise for the Facilities Manager in providing an efficient facilities function at the college and carry out the agreed duties of Deputy Facilities Manager utilising the skills and expertise as appropriate.
<b>Responsible to</b>	The Principal through the Assistant Principal Planning and Resources and the Facilities Manager.
<b>Liaising with</b>	Contractors, relevant staff with cross college responsibilities, e.g. Director of College Services, SLT, SMT, College Management Team, Teachers, Personal Tutor, Support Staff, Students and external bodies.
<b>Remuneration</b>	SFCA Support Staff pay spine points 18 – 20, depending on experience (currently £34,033 - £36,283 per annum).
<b>Context</b>	
Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. The Facilities Team consists of the Facilities Manager, three Facilities Assistants and two Cleaners (as well as working closely with an external team of cleaners). The team is responsible for Health and Safety, maintenance, completing statutory checks to ensure that effective delivery of teaching and learning. The college is in the process of upgrading site facilities and general campus in order to accommodate additional students.	

## Main Duties and Responsibilities

<b>General Responsibilities</b>
<ul style="list-style-type: none"> <li>To deputise for the Facilities Manager</li> <li>To assist the Facilities Manager with the supervision of the Premises staff</li> <li>To advise and help with the development of written procedures relating to the management of the estate</li> <li>To be responsible for the security of the premises and its contents (including the operation of fire and burglar alarms and key-holding duties)</li> <li>To notify health and safety hazards to the Facilities Manager or designated officer (for example faulty wiring or equipment, loose slates / roof tiles)</li> <li>To take responsibility for agreed areas relating to Health &amp; Safety</li> <li>To assist, with the Facilities Manager and other designated key holders, with the security of the buildings and grounds at all times</li> <li>To monitor and maintain the intruder and fire alarm systems</li> <li>To open and close the buildings as required, including lettings and events outside the College day, including occasional weekends</li> <li>To support the Facilities Manager with the supervision of the cleaning staff and monitoring of work scheduled on the absence of the Cleaning Supervisors</li> <li>To monitor the state of repair and decoration of the buildings, internally and externally acting promptly to deal with repairs and defects from College resources where possible</li> <li>To assist with room preparation including equipment and furniture movement as required</li> <li>To utilise the computerized premises help-desk to implement efficiently and effectively planned and unplanned maintenance tasks</li> <li>Maintain the visual appeal of the site by supervising such matters as grounds maintenance and assist the team where required</li> <li>Distribution and collection of parcels, equipment, rubbish where required</li> <li>To assist the security officers, if required, with their duties including escorting intruders off the premises</li> <li>To assist the Facilities Manager to maintain, schedule, monitor and report to the College Management on heating, lighting and other facilities in order to ensure they are used to meet the appropriate standards and are being used efficiently and economically</li> <li>To assist the Facilities Manager in advising the College on the effective and efficient use of facilities and utilities for the buildings</li> </ul>

<ul style="list-style-type: none"> <li>To assist the Facilities Manager and Director of College Services in preparing the premises for various College events and functions</li> <li>To drive the College minibuses as and when required</li> </ul>
<b>Out of Hours Work</b>
<ul style="list-style-type: none"> <li>To respond to emergency call outs, as necessary, to take appropriate action and when necessary make the premises secure</li> </ul>
<b>Communications</b>
<ul style="list-style-type: none"> <li>To liaise with relevant external bodies and agencies as appropriate</li> <li>To maintain open communication with all staff and students</li> <li>To liaise with the College Health and Safety Manager to ensure compliance with current regulations</li> <li>To liaise with external contractors on minor contracts and supervise their work, to ensure all jobs are carried out to agreed standards</li> <li>To contribute to the College liaison and marketing activities</li> </ul>
<b>Staff Development</b>
<ul style="list-style-type: none"> <li>To undertake staff development</li> <li>To take part in the College's Appraisal Process</li> </ul>
<b>Quality Assurance</b>
<ul style="list-style-type: none"> <li>To ensure the effective operation of quality assurance systems</li> <li>To contribute to the process of the setting of targets within the department and to work towards their achievement</li> </ul>
<b>Management of Resources</b>
<ul style="list-style-type: none"> <li>To contribute to the maintenance of an attractive and safe working environment</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>To support the aims and objectives of the College</li> <li>To attend meetings as appropriate</li> <li>To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract</li> <li>To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation</li> <li>This Job Description is subject to periodic review and amendment and is not exhaustive</li> <li>To act professionally, prudently, and in the interests of the organisation at all times</li> <li>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment</li> <li>To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current, or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR)</li> </ul>

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Assessment Method
<b>Experience</b>			
Experience of dealing with a variety of general maintenance tasks	✓		Application, Interview
Experience of supervising staff	✓		Application, Interview
<b>Skills and knowledge</b>			
Knowledge of a particular trade – plumbing or joinery especially welcome	✓		Application, Interview
Knowledge of COSHH and Health and Safety Regulations		✓	Interview, Task
The ability to work with other staff as a team	✓		Application, Interview

A good communicator with the ability to deal with students, staff and visitors in a polite, helpful and co-operative manner	✓		Application, Interview
Ability to adapt quickly to new environments/technologies	✓		Interview
Ability to work to deadlines in a calm, organised and efficient manner	✓		Application, Interview
A clean driving licence	✓		Application, Interview
<b>Qualifications</b>			
A good standard of Education	✓		Application, Interview
A Health and Safety qualification		✓	Application
<b>Attitude and impact</b>			
Positive and enthusiastic approach	✓		Application, Interview
Ability to work on own initiative	✓		Interview
Smart in appearance and manner	✓		Application, Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Willingness to work flexible hours	✓		Interview
Ability to work outside normal hours on occasions e.g. Open Days	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
<b>Personal</b>			
Enhanced DBS Clearance*	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>*this will follow an initial offer of employment</i>			