Cayman Prep School Logo no text

CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

**Facilities Manager**

**Purpose:** Responsibility for the development, performance and delivery of all the facilities at the School to produce smooth and efficient service and delivery solutions, maximising performance and profitability against pre-agreed targets.

**Normal Working Hours**: 7:00 am until 4:30 pm Monday through Friday with additional hours required as needed to cover special events and for lock-up responsibility.

**Reporting to:** Business Manager

**Responsible for:** Facilities staff

**Indirectly responsible for:** Contract cleaning staff and all other contracted maintenance services staff

**Liaising with:** Business Manager, Principals and Director, School Nurses, all staff at both sites

**External Contacts:** Suppliers of goods and services, maintenance contractors

**Key Responsibilities:**

**Health and Safety**

* Responsibility for the overall security arrangements of the premises including:
* Ensuring staff are aware of the procedures on security and the use of alarm systems,
* Overseeing an appropriate system of key-holding management,
* Reviewing site security periodically and taking action as necessary for remediation,
* Issuing and monitoring, where applicable, the use of security cards and keys within the School.
* Ensuring the standards of cleanliness are high and, in liaison with the Business Manager, ensure that the cleaning contract is obtaining value for money.
* Ensuring that all statutory elements of health and safety are implemented and taking responsibility, in liaison with School nurses, for monitoring first aid and emergency equipment and maintaining the premises in a safe and healthy condition and to a high standard.
* Cooperating with the Fire Service, to be responsible for the installation, maintenance and annual inspection of all firefighting and fire alarm systems.
* Ensuring the maintenance and periodic checking of fire and other safety equipment by a specialist contractor,
* Undertaking the operation and periodic checking of the fire alarm system and equipment,
* Initiating and recording regular fire drills in liaison with Principals.
* Monitoring the safe storage and control of any potentially harmful materials and chemicals used within the School and ensuring that such materials are appropriately marked and signposted.
* Responsibility for the planned and ad hoc maintenance and upkeep of the premises and equipment including the required safety checks and to liaise with needed contractors as required.
* Responding to call outs by emergency personnel such as police, fire and alarm company control during closure periods including nights and weekends.
* Awareness of and adherence to applicable School policies and procedures, regulations, legislation and procedures, and national legislation (Health and Safety, Data Protection, Safeguarding of Children).
* Responsibility for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, including ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as require.
* Taking appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.

**Facilities Maintenance and Development**

* Drawing up maintenance schedules and setting routine programs of work for premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all School buildings and premises.
* Monitoring the helpdesk and assigning tasks so that staff can respond effectively to any reports of maintenance issues and ensuring these are taken care of in a timely fashion.
* Responsibility for the upkeep of playing fields, gardens, all-weather surfaces and to ensuring the maintenance of boundaries, footpaths, roads and rights of way within the school premises.
* Determining whether maintenance should be undertaken in-­‐house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the Business Manager and in within the maintenance budget.
* Assisting with contracting staff, contribution to specifications, monitoring and review of all major contracts and services, and to undertaking appropriate administrative processes for specifying and setting minor contracts in accordance with established guidelines.
* Assisting with identification of short-, medium- and long-term goals for ongoing development plans of the School.

**Equipment**

* Responsibility for equipment provided for use in facilities maintenance.
* Ensuring all equipment is used in accordance with training provided, the School’s policies and procedures, and the law.
* Using, where applicable, any safety equipment or Personal Protective Equipment provided.
* Responsibility for ensuring the facilities team is maintained and can be used and operated at all times.

**Leadership and Management**

* Responsibility for personal continuing self‐development, undertaking training as appropriate.
* Responsibility for management of all premises and facilities staff, to include participating in their recruitment and selection, identifying their training needs, coaching and supporting their performance development, and drawing up their schedule of work.
* Ensuring appropriate staffing levels and deployment of staff in all premises‐related departments.
* Responsibility for the ordering of goods and checking of invoices, monitoring of the facilities’ budget and keeping stock records of all equipment and tools within the postholder’s sphere of responsibility.
* Managing all aspects of any building projects and maintenance work undertaken on the school premises, including acting as a first point of contact with regards to liaison with building contractors.
* Monitoring and certifying that work has been done satisfactorily where external contractors / inspectors are employed.
* Reviewing heating, electricity and water usage and advising the Business Manager on proposals for energy saving methods.
* Conducting regular meetings with both the Business Manager and the facilities team, for reporting purposes.

**General**

* Strong written and oral English skills.
* 5 years of experience in facilities management, within an educational establishment preferred.
* Ability to use Microsoft Office software, amongst other software tools.
* Ability to participate in customer / supplier relationships.
* Ability to work under pressure.
* Possession and maintenance of a valid full Cayman Islands Driver’s License.
* Leadership with ability to drive a team.
* Proven ability to coach and develop others.
* High degree of integrity and honesty in all dealings.
* Excellent analytical, interpersonal, organisational and communication skills

**All Staff Are Expected To:**

* Maintain confidentiality at all times with regard to student information and related School matters.
* Support the Christian aims and ethos of the School, setting good examples in terms of dress, punctuality and demeanour
* Uphold the School’s behaviour code, uniform requirements and other regulations.
* Attend and participate in staff CPD sessions, /School-based meetings and extra-curricular activities.
* Assist with various duties as assigned by the Business Manager, according to the needs of the School.

**Safeguarding**

In accordance with the School's commitment to follow and adhere to the School’s Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the School. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always despatch your duty of care appropriately. You will always be expected to present a consistently positive image of the School and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Business Manager and the post holder.

Signed:

Post Holder: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_