

HAMPSHIRE COUNTY COUNCIL

ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

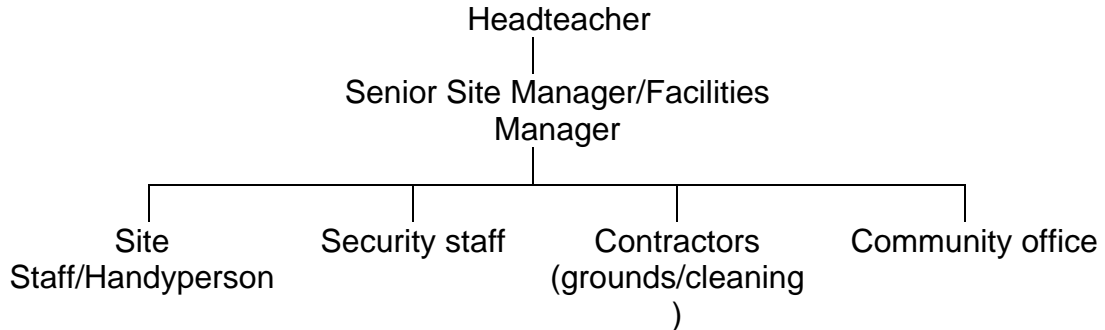
Role Profile Form Number: 02495

1. **DEPARTMENT:** Children's Services
2. **SECTION:** Schools
3. **GROUP/SPECIALISM**
4. **ROLE TITLE IN FULL :** Senior Site Manager/ Facilities Manager
5. **SAP ROLE TITLE**
(see Guidance Notes)
6. **NEW PROFILE Yes**
DATE OF COMPLETION
7. **REPORTS TO** Bursar/Headteacher
(Supervisor/manager's role title)
8. **ROLE PURPOSE :** To manage, maintain and develop the physical resources on
(why the role exists) the site (buildings, materials, equipment, and staff) so that optimum use can be made of them for school and community purposes

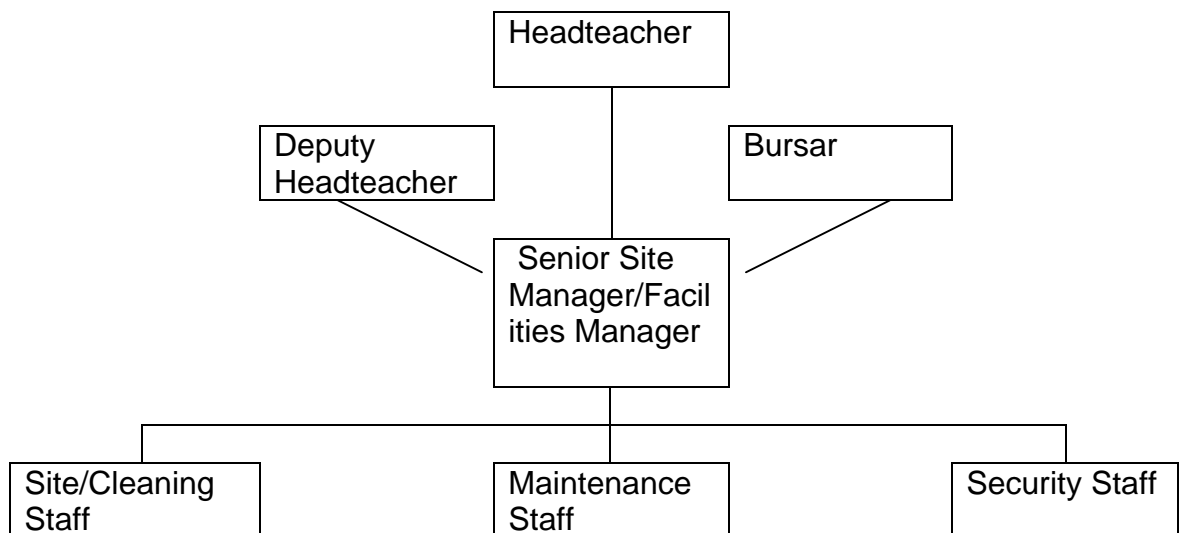
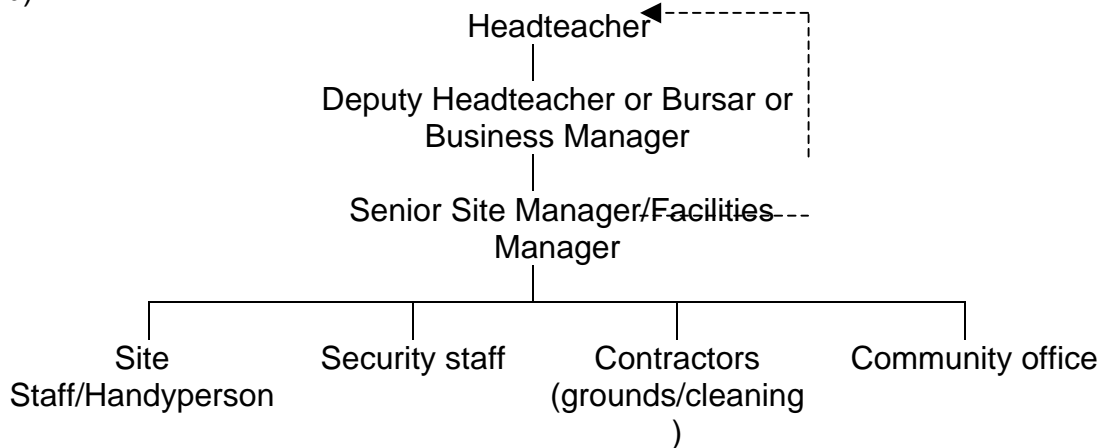
9. ORGANISATION

Please provide a simple line drawing indicating where the role sits within the organisation in the box below.

a)



b)



10. Accountabilities

Identify the most significant responsibilities of the role. Accountability statements are the key functions of the role which in combination make up the main purpose.

Please list the statements in order of the amount of time spent on each separate accountability, starting with the accountability that the role holder would spend the most time on decreasing to the accountability that they would spend the least time on. Please do not write paragraphs of information. Complete a separate statement for each separate accountability. Guidance on the drafting of accountability statements is fully set out in the accompanying guidance notes.

- *'Corporate and statutory initiatives' is a common accountability across all roles within Hampshire County Council and has already been included on the form. Please include a statement as to how this accountability applies to the role (although this accountability appears at the bottom of the list this does not indicate that this accountability is seen as less important than any of the other accountabilities)*

Cleaning

- Develop and operate an annual cleaning specification/ schedule of cleaning for the site.
- Allocate resource to meet all agreed standards/operational needs.

Maintenance

- Develop and manage a rolling programme of planned and preventive maintenance in order to maintain the premises in the highest order
- Identify and make recommendations on potential sources of energy savings

Supervision of contractors

- Select contractors having regard to value for money etc.
- Monitor overall performance, raising issues with contractors and overseeing specialist work.
- Liaise with contractors regarding specialist cleaning and maintenance requirements.

Site Development

- Organise specifications for larger works, obtain estimates, raise orders, check works and certify invoices for payment
- Project manage capital developments on behalf of the school in conjunction with the County Architect
- Liaise with other HCC staff as required eg electrical, mechanical and structural in the planning and execution of work on site
- Lead on the development of school premises – plan building alterations, draw up plans and specifications and organise contractors- to enhance the facilities on the site

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- Prepare, review and implement a site development, security, improvement and maintenance programme for the school
- Attend and provide advice to the Governing Body and Senior Leadership team on premises issues

Management and use of site

- In conjunction with the Head, encourage use of the school site within the local community
- Organise and manage use of premises outside normal school hours; promote and market extraneous use of site to generate income; negotiate with hirers fees for use

Health and Safety

- Ensure systems are in place so that all practices and emergency procedures are safe and adhere to H&S requirements
- Act as the School Health and Safety Officer
- Act as the School Fire Safety Co-ordinator with overall responsibility for fire safety issues in the school
- Undertake annual risk assessments for the whole premises

Management of Staff

- Carry out recruitment, induction, training, supervision and appraisal of site/cleaning team
- Allocate work in accordance with schedules of work
- Manage and maintain records in line with HCC and legislative requirements eg safety and personal records.
- Review training and development needs to meet ongoing requirements

Stock Management/Admin

- Requisition caretaking supplies within budget allocation.
- Manage budget for contractors/site maintenance.
- Ensure reporting responsibilities are met

Security

- Responsible for security arrangements across the site
- Review security procedures and make proposals to security as appropriate

Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability

- Be familiar with County Council/school health and safety requirements and ensure these are consistently met by those using the site

11. Key Decision Making Areas in the Role

Recruitment/Deployment of staff – decide (in some schools, in consultation with members of Senior Leadership team)

Use & deployment of contractors – decide

Security/safety of users – decide (occasional consultation with line manager)

Use of school for extraneous purposes – decide (occasional consultation with line manager)

Spending decisions – decide against agreed annual plan

Maintenance priorities against rolling programme - decide

Replacement equipment – decide against agreed budget

Substandard contractor performance – decide and action, where appropriate

Site development- recommend and action, where appropriate

Emergency situations- decide action required

12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

(See important guidance notes on financial relationships)

Budgets – will vary from school to school but maintenance budget likely to be up to £200,000 in some instances with discretion to spend on any one project amounting to £000s. Will also include monitoring of other budgets (e.g. cleaning contractors up to £100K) and overseeing capital works on site paid for by school.

Staff Management – may be small (2-3) if much in school sub-contracted (although responsibility for managing contract will then be greater) or up to 25 if not sub-contracted

School Assets – will be substantial and valuable (into seven figures in all cases). Includes managing access to assets where substantial changes (e.g. capital works) are occurring.

Dispersal of Site – will be significant factor where accommodation and buildings spread over large area or, in some cases, over more than one site. There are substantial variations in size of secondary school sites which will impact on scale of responsibilities (e.g. playing fields, floor area).

Complexities of contract management – will vary from school to school but, in cases where there is significant use of contracts, is expected to contribute to development of specification and ensure contract obligations are delivered

Other – 4/5 major deliveries per week; regular generator of large orders

13. Main Contacts – external/internal customer contacts and purpose

- **Own Team** – daily to manage work and share information
- **Other school staff up to and including headteacher**– daily for various purposes
- **Students/pupils** - daily
- **Other school users including community groups** – daily to discuss needs, use of school premises, etc
- **Members of School Governing Body** – occasional to advise on site issues
- **Neighbours** – regular to maintain good relationships
- **General Public** – regular to provide information and guidance
- **HCC Depts (e.g. Architects)** – regular for project management information/guidance purposes e.g. Building Surveyor
- **External Contractors & Suppliers** – regular to pursue school issues
- **Other external agencies e.g Police, Fire Brigade** – occasional normally for security purposes

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- Size and range of buildings, which may be on split sites/campuses
- Regular exposure to the elements (weather)
- Manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/primary key holder
- Shift working covering late evenings/early mornings and week-ends
- Will be some handling of dangerous substances and exposure to difficult customers, intruders
- Regular reassessment of site priorities to ensure requirements of users are met
- May be constrained, depending on circumstances in specific schools, by limitations in use of office space
- The role covers out of hours working and requires the use and exercise of initiative as access to line manager/headteacher at these times may be limited

15. Role requirements for operational effectiveness.

Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.

Entry: Necessary role-related knowledge, skills and experience at selection

- Experience of co-ordinating related activities
- Significant experience of facilities management
- Skilled in maintenance activities
- Experience of project management
- Ability to manage a large team
- Strong and effective inter-personal skills
- Good communicator (orally and in writing)
- Good organisational ability
- Good knowledge of health and safety legislation (e.g. CoSHH)
- Financial awareness
- IT literate
- Budget mgt experience

Initial induction/training required to become effective in the role

Estimated time to become operationally effective	9 months	Induction 3 months, further learning 6 months
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- Awareness of school policies – evacuation, fire, other emergency procedures
- Knowledge of and showing empathy for school priorities i.e. on curriculum, use of buildings, use of site for community purposes/lettings
- Specific health and safety legislation as it relates to schools
- Evidence of managing people effectively
- Financial elements of work
- Good relationships with contractors
- Familiarisation with school standards including contractor specifications
- Significance of school context (relationships with children, safety of users)
- Appreciation of security dimensions

Operationally effective: How would effectiveness in role be demonstrated?

- Safe working environment
- Compliance with site regulations by users
- Skilled in technical health and safety factors as they relate to the school environment
- Good relationships with staff/students/users/other external school contacts
- Sensitive and responding appropriately to changing school and community priorities
- Ability to anticipate and address potential site security and health and safety issues
- Proactive in work programming
- Contributing to planning for change in school environment
- Delivers work targets on time
- Enjoys confidence of own staff
- Is demonstrating how can improve quality of school environment
- Achieving cost effective solutions to school site issues

Adding value: What characteristics will the advanced role holder demonstrate?

- Takes pride in and achieves high standards in the quality of the school environment
- Very highly regarded in school and by whole school community
- Will challenge the “status quo” and always pursue what is in the best interests of the school
- Regarded by wider school community as natural and direct contact on matters to do with the use of the school premises outside normal school hours
- Promotes appropriate and effective extraneous use of the school and generates additional income
- Is able to produce high quality work whilst ensuring optimum use of school maintenance funds
- Highly autonomous in the school with wide discretion to take decisions
- Can achieve consistently good results whilst never compromising health and safety standards
- Has achieved high level of education of others in appropriate and positive use of school site
- Strong staff developer of own team

16. Context/Additional Information

This role requires regular movement around the school site, bringing the postholder into regular contact with pupils with whom professional relationships must be maintained. The role is usually directly accountable to a member of the school management team but will operate autonomously and independently within prescribed budget limits.

The size, condition and geographical layout of the school will create different demands (e.g. high/low levels of vandalism; old/new buildings; dispersed or tightly defined site) and the context for the role will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.