



HOE VALLEY SCHOOL

FACILITIES AND COMPLIANCE MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £32,000 to £38,000 actual

Full time 52 weeks per year, 40 hours per week

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

The Facilities and Compliance Manager is responsible for ensuring the school provides a safe, secure, compliant and well-maintained environment for pupils, staff and visitors. The postholder will lead the school's premises and catering functions, ensuring high standards of service delivery, statutory compliance and operational effectiveness.

The role has strategic responsibility for health and safety, data protection (GDPR) compliance and wider regulatory compliance, working closely with the Senior Leadership Team to minimise risk and support the school's educational objectives.

Role Information

Contract: Full time, Permanent

Hours: Monday to Friday 8:00am-4:30pm 52 weeks per year

Salary: £32,000 to £38,000

Start date: ASAP

Responsible to: School Business Manager and ultimately the Head Teacher

Core Responsibilities

Facilities Management

- Lead the day-to-day management of the school's premises and facilities.
- Develop and implement planned preventative maintenance programmes.
- Ensure buildings, grounds and facilities are maintained to a high standard.
- Manage maintenance contracts and oversee external contractors, ensuring work is completed safely, to specification and within budget.
- Monitor utilities, energy consumption and sustainability initiatives.
- Coordinate emergency repairs and business continuity arrangements.
- Support the planning and delivery of capital improvement projects.
- Ensure security arrangements are effective, including access control, CCTV (where applicable), alarms and key management.

Line Management

Premises Team

- Lead, motivate and develop the Premises Team.
- Allocate workloads and monitor performance.
- Conduct appraisals and identify training and development needs.
- Ensure appropriate staffing arrangements for opening, closing and site cover.
- Oversee and monitor the 3rd party cleaning team ensuring they are maintaining high standards through all areas
- Meet Site Manager regularly for Line Management Meetings

Catering Team

- Manage the Chef Manager and wider catering team.
- Monitor the quality, efficiency and financial performance of the catering service.
- Ensure compliance with food hygiene legislation and nutritional standards.
- Promote high levels of customer service and pupil uptake.
- Work with catering providers or suppliers where appropriate.
- Meet Chef Manager regularly for Line Management Meetings
- Oversee implementation of School Foods Standards through menus and service standards

Health and Safety

Act as the school's competent person for health and safety by:

- Developing, implementing and reviewing the school's Health and Safety Policy.
- Ensuring compliance with all relevant health and safety legislation.
- Undertaking and coordinating risk assessments.
- Monitoring accident reporting, investigation and follow-up actions.
- Coordinating fire safety management, evacuation procedures and fire risk assessments.
- Managing statutory inspections and compliance relating to:
 - Fire safety

- Legionella
 - Asbestos
 - Electrical safety
 - Gas safety
 - Lifting equipment
 - Pressure systems
 - Play and sports equipment
 - DT / Engineering equipment
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- Delivering health and safety training and induction and monitoring completion of mandatory H & S annual training
 - Completing Health & Safety visits from link governors and annual governors' audit documentation and associated visit
 - Prepare termly reports for the School Business Manager for submission to Governors
 - Supporting educational visits from a health and safety perspective.
 - Liaising with external auditors, insurers and enforcement agencies as required.

Compliance and Data Protection

- Act as the school's operational lead for GDPR and data protection compliance.
- Work with the school's Data Protection Officer .
- Maintain compliance with UK GDPR and the Data Protection Act.
- Review and maintain data protection policies and procedures.
- Coordinate responses to data subject requests.
- Maintain records of processing activities.
- Investigate and report data breaches.
- Deliver staff awareness training.
- Carry out Data Protection Impact Assessments where required.
- Monitor compliance through internal audits.

Regulatory Compliance

- Maintain an effective compliance calendar covering statutory inspections, testing and certification.
- Ensure all compliance records are accurate, up to date and readily available.
- Support preparation for external inspections and audits.
- Ensure school policies relating to facilities and compliance remain current.
- Monitor changes in legislation and advise senior leaders of implications.

Financial Management

- Manage budgets relating to premises, catering, maintenance and compliance.
- Obtain quotations and manage procurement processes in accordance with school financial regulations.
- Monitor expenditure and identify opportunities for efficiencies and value for money.

- Authorise expenditure within delegated limits.

Operational Responsibilities

- Arrange access to school facilities for lettings.
- Coordinate cleaning standards and monitor service quality and ensure prior notice of events requiring early cleaning / restricted access
- Support emergency planning and business continuity.
- Assist with school events requiring facilities support.
- Maintain asset registers where appropriate.
- Plan and monitor Premises / Site calendar
- Monitor the Premises Ticket system and responses
- Oversee the maintenance and usage of the school's minibus fleet of 2 vehicles

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Minimum GCSE (Grade C or higher) or equivalent (NVQ level 2) in English and Mathematics		Application form, interview
Evidence of successful sustained employment managing facilities and compliance with an organisation.	Evidence of successful sustained employment managing facilities and compliance with a school.	Application form, interview
	Experience leading and developing staff teams.	Application form, interview
ICT literate with proficiency in a range of applications including school MIS.	Experience of using Google suite of applications in a working environment Experience of using SIMS software.	Application form, interview
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect		Application form, interview & reference

I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		