



Job Description

Job Title:	Buildings and Contracts Manager
Employer:	Dollar Academy
Job Summary:	<p>The Buildings and Contracts Manager is responsible for the day-to-day management of Dollar Academy's buildings, equipment and plant. They have a lead role in the development and implementation of the Estates strategy, ensuring that the facilities and school environment are always safe and fit for purpose.</p> <p>The Buildings and Contracts Manager directs the Maintenance and Facilities teams and external contractors, ensuring that a high-quality service is always provided, and that all work is carried out to a high standard.</p>
Reports to:	Head of Estates
Key Duties and Responsibilities:	<p>Finance</p> <ul style="list-style-type: none"> • In conjunction with the Bursar & COO and Head of Finance, controlling expenditure and managing annual budgets for all maintenance work. • Ordering major equipment, furnishings and fittings, and monitoring expenditure using competitive tendering processes for high value items. • Negotiation of valuation and rating issues (with Bursar & COO). • Working with the Bursar's PA to manage insurance claims. <p>Health, Safety and Security</p> <ul style="list-style-type: none"> • Overseeing and monitoring compliance with fire regulations, production of fire risk assessments and liaising with the Fire Brigade for annual safety checks. • Ensuring compliance with statutory health and safety legislation in relation to e.g. asbestos, legionella, working at height etc. • Site security management, liaising with police and recording incidents / damage (with the Head of Estates, Bursar & COO and Deputy Rector). • Installation, maintenance and testing of all fire alarms, intruder alarms and CCTV systems. • Attendance at meetings of the Academy's Health, Safety & Security Advisory Committee and Health & Safety Working Group. <p>Major & Minor Works</p> <ul style="list-style-type: none"> • Contract tendering and negotiating for the supply of goods and services to the Academy. • Accompanying contractors to job sites and supervising where required (with Head of Estates). • Issuing/updating contractors' code of conduct, site conditions, site access cards and permits to work. • Keeping and updating site plans and service drawings, and producing scale drawings and sketches for minor works.



- Advance planning of major works to be conducted during holidays and future periods.
- Estate development and construction work (in conjunction with the Bursar & COO) including liaising with architects, contractors, site officials, Building Standards, consulting engineers, and attendance at site meetings and supervision of construction design and management regulations.
- Liaising with consulting engineers on infrastructure development.

Staff Direction

- Direction of Maintenance and Facilities staff.
- Employment of temporary workers during the summer and hiring contract security staff as required (with Head of Estates).

Campus Routines

- Control and issue of door keys/passes across the entire school estate.
- Supervision of Computerised Maintenance Management Systems (CMMS), prioritising maintenance requests with particular regard to health and safety issues (with Facilities Supervisor).
- Management of annual maintenance routines for all buildings, plant, equipment and fittings.
- Liaising with Heads of Department and Boarding House staff regarding required maintenance and improvement work.
- Supervision and, at times, operation of site plant e.g. heating.
- Arranging portable appliance testing and fixed electrical installation testing.
- Supervision of cleaning contract (with Facilities Team) and maintenance of standards.
- Implementation of energy conservation measures, liaising with Carbon Trust, and monitoring consumption of gas power and water with investigation of anomalies.
- Contract tendering and negotiation (with Bursar & COO) for supply of services – utilities etc.
- Radio system – fault reporting, line installations.
- Arrangements for lets of Academy facilities, including lets during holiday periods (with Head of Estates, Deputy Rector and Lettings Manager).
- Control of heating and air conditioning – remote computerised management system.
- Ensuring that the Bursar & COO is kept fully informed of all significant maintenance and contractual issues through regular meetings.

Miscellaneous

- Participate in training and development as required.
- Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy.
- Undertake any duties commensurate with grade.



Person Specification

Qualifications	<ul style="list-style-type: none">• HND, degree or other appropriate qualification in facilities management or other relevant subject (such as management or business studies), or a relevant professional qualification.
Knowledge and Experience	<ul style="list-style-type: none">• Strong practical experience in a similar role – construction building services or engineering.• Previous experience in a supervisory role.• Budget management and cost control experience.• Knowledge of relevant laws, regulations and building codes.• Project management experience.• Familiar with Microsoft Office• Excellent knowledge of current health and safety practice and legislation• Sound knowledge and understanding of working with contractors, RAMS, asbestos, CDM and fire regulations.
Skills and Attributes	<ul style="list-style-type: none">• Excellent interpersonal, relationship-building and networking skills.• Strong negotiating skills.• High standards of personal integrity.• Excellent time management skills.• Computer literate and digitally competent including use of MS packages, databases and digital media.• Ability to multitask and prioritise self and others workload.• Flexible approach to work and ability to work outside of normal working hours to meet urgent/ emergency conditions.