Benchill Primary School



Recruitment Pack:

Facilities Manager

Permanent Contract

All Year Round

Grade 7: Scale Point- 26 to 30

Range: £36,124- £39,513 per annum



Headteacher's Welcome:

Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community. We are looking to appoint a candidate with a strong understanding of facilities management and health and safety, someone who has proven abilities and skills to play a key strategic role in project management. If this sounds like you, we would welcome your application. Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



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Job Description

School Facilities Manager, Grade 7

The post holder will report to the School Business Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To work collaboratively with all staff and parents to support student well-being and to promote the five outcomes of Every Child Matters.

To have overall responsibilities for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally.

To be responsible for the effective management of the Building and Facilities staff and resources

To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to.

Main Duties

- 1. To manage the building and facilities team effectively to meet the relevant performance standards.
- 2. To take a lead role on the development, implementation and monitoring of procedures/policies and systems as required.
- 3. To provide organisational and advisory support to the Head Teacher, Governing Body and School Business Manager as appropriate, on buildings and facilities issues.
- 4. To have overall responsibility for effective security within the school and its environment, including emergency callouts as appropriate.
- 5. To support the liaison and negotiation of the contractual agreements for the school and ensure that these are adhered to by all parties.
- 6. To manage all on-site contractors and agency staff related to buildings and facilities ensuring they fullfil the requirements including health and safety and safeguarding and monitor their performance effectively.
- 7. To have overall responsibility for the management of COSHH.
- 8. To take responsibility for ensuring that any reported faults and incidents are recorded, monitored and resolved.
- 9. To effectively manage and monitor the budget and resources.
- 10. To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems.

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Person Specification

School Facilities Manager

For this job we are looking for:

- A good understanding of the management of building projects.
- A good understanding of Health and Safety requirements, including knowledge of COSHH.
- A good knowledge of propriety cleaning materials and equipment.
- A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems.
- Experience of the tendering process and preparation of specifications.
- Experience of designing and managing a rolling programme of maintenance.
- · Experience of managing staff.
- Experience of managing a budget.
- Ability to keep accurate records.
- Effective and persuasive communicator both verbally and in writing.
- Preparedness to work unsocial hours if required.
- Willingness to abide by the City Council's and Governors various policies.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self motivation and personal drive to complete tasks to the required timescales and quality standards.
 - The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the
- · diverse needs of the service users.
 - Personal commitment to continuous self-development.
- Personal Commitment to continuous service improvement.
- Personal commitment to the school's professional standards, including dress code, at all
- times.
 - Be willing to consent to and apply for an enhanced disclosure to a DBS check.

Application Details:



Facilities Manager
Permanent Contract:
Salary Range: £36,124- £39,513 per annum

Applicants are welcome to visit the school prior to applying. School visits will take please on:

Thursday 12th June 10am Friday 13th June at 2pm

To book a school visit please contact Steven Rooney, Headteacher:

head@benchill.manchester.sch.uk or call: 0161 998 3075

To apply for this post, please complete an application form and email it to:

recruitment@benchill.manchester.sch.uk

Deadline for applications: Friday 20th June 2025 at 9am

