

Site and Facilities Manager

Job Title: Site and Facilities Manager

Salary: Grade 6, SCP 25 (salary negotiable depending on experience)

Hours: 8:30am – 4:00pm, with a flexible approach to working hours to support both the needs of the school and the postholder

Contract Type: Full-time, Permanent (35 hours per week)

Reporting To: Headteacher and Senior Leadership Team

Responsible For: Caretaking Team, External Contractors and Facilities Services

Main Purpose

The Site and Facilities Manager is responsible for the effective management, maintenance, development, safety and security of the school estate, ensuring that all buildings, grounds and facilities are maintained to the highest standards.

The postholder will lead and manage all site and facilities operations, ensuring compliance with statutory regulations, health and safety requirements, safeguarding responsibilities and school policies. They will support the strategic development of the school site and provide professional advice to senior leaders regarding estate management, capital projects, premises improvements and facilities planning.

Key Responsibilities

Facilities and Estate Management

- Lead the management, maintenance and development of all school buildings, grounds and facilities.

- Develop and implement planned preventative maintenance programmes.
- Ensure all premises remain safe, secure, compliant and fit for purpose.
- Manage the school's facilities management systems and records.
- Oversee refurbishment, maintenance and improvement projects.
- Support the development and delivery of the school's estate strategy.
- Maintain accurate records relating to premises, compliance and maintenance activities.
- Conduct regular site inspections and audits, identifying areas for improvement.

Maintenance and Repairs

- Oversee day-to-day maintenance and repair work across the school site.
- Undertake minor repairs and coordinate specialist repairs where required.
- Source quotations, appoint contractors and monitor the quality of completed works.
- Ensure all maintenance work is completed efficiently and cost-effectively.
- Manage maintenance budgets and monitor expenditure.

Security and Site Safety

- Act as a primary key holder for the school.
- Oversee the opening and closing of the school site.
- Manage security systems including alarms, CCTV, access control systems and perimeter security.
- Investigate and respond to security incidents.
- Ensure emergency procedures relating to site security are maintained and tested.
- Advise senior leaders on all matters relating to site security and business continuity.

Health, Safety and Compliance

- Lead on premises-related health and safety compliance.

- Ensure compliance with relevant legislation including:
 - Health and Safety at Work Act
 - COSHH Regulations
 - Fire Safety Regulations
 - Asbestos Management
 - Legionella Control
 - Electrical and Gas Safety Requirements
- Conduct and maintain risk assessments.
- Ensure statutory inspections are completed and recorded.
- Monitor contractor compliance and permit-to-work systems.
- Support the school's Health and Safety Committee and provide regular reports to senior leaders.

Contractor and Project Management

- Manage external contractors and service providers.
- Ensure contractors comply with safeguarding, security and health and safety requirements.
- Coordinate planned maintenance contracts and service agreements.
- Monitor service standards and contractor performance.
- Support capital works and facilities improvement projects.

Leadership and Line Management

- Lead, motivate and manage the caretaking team.
- Plan staffing arrangements to ensure adequate site coverage throughout the year.
- Conduct performance management reviews.
- Identify training and development needs.
- Promote a positive, customer-focused facilities service across the school.
- Ensure all staff understand and follow safeguarding, health and safety and operational procedures.
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Financial Responsibilities

- Manage premises, maintenance and facilities budgets.
- Monitor expenditure and achieve value for money.
- Obtain and evaluate quotations and tenders.
- Maintain accurate purchasing and budget records.
- Support the preparation of premises-related budget forecasts.

General Responsibilities

- Be committed to safeguarding and promoting the welfare of children and young people.
- Comply with all school policies and procedures.
- Promote equality, diversity and inclusion.
- Contribute to the overall aims and ethos of the school.
- Maintain confidentiality at all times.
- Participate in training and professional development.
- Undertake other duties appropriate to the grade and nature of the post as directed by the Headteacher.
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Person Specification

Experience

- Significant experience in site, premises or facilities management.
- Experience of managing building maintenance and repairs.
- Experience of supervising staff.
- Experience of contractor management.
- Experience of managing health and safety compliance.

- Experience of security management including alarm and CCTV systems.
- Experience of budget management.
- Experience working within an educational environment.
- Experience managing estates or facilities projects.
- Experience supporting capital improvement programmes.

Skills and Knowledge

- Strong knowledge of facilities and estate management.
- Excellent understanding of health and safety legislation.
- Knowledge of building maintenance systems and compliance requirements.
- Ability to manage multiple priorities effectively.
- Strong organisational and planning skills.
- Effective leadership and people management skills.
- Good IT and record management skills.
- Ability to communicate effectively with staff, contractors and stakeholders.
- Health and Safety qualification (IOSH or NEBOSH).
- Facilities Management qualification.
- First Aid qualification.

Personal Qualities

- Commitment to safeguarding and promoting the welfare of children.
- Professional, reliable and trustworthy.
- Strong problem-solving skills.
- Ability to remain calm under pressure.
- Flexible and adaptable approach.

- Commitment to high standards and continuous improvement.
- Ability to work collaboratively while leading teams effectively.
- Strong sense of accountability and ownership.
- Ability to undertake manual handling tasks safely.
- Ability to work at height using appropriate equipment.
- Ability to carry out site inspections across the school estate.
- Reasonable level of physical fitness to undertake the duties of the role.