



## JOB DESCRIPTION

<b>Job Title:</b>	Facilities Manager	<b>Department:</b>	Estates
<b>Hours of Work:</b>	40 hours per week with the need to be flexible		
<b>Responsible To:</b>	Director of Estates	<b>Responsible For:</b>	Caretaking and Domestic Services

### Role Summary

The Facilities Manager is responsible for the effective, efficient and compliant operational management of the school's facilities, including premises operations, domestic services, health and safety, security, and contractor management. Working under the leadership of the Director of Estates, the postholder ensures that the school site and buildings are safe, secure, clean and fully operational in support of the school's educational, boarding and commercial activities. The Facilities Manager has line management responsibility for the Caretaking team (Senior Caretaker and Caretakers) and the Domestic Services Supervisors (who in turn supervise a group of fourteen cleaners), and plays a key role in maintaining high standards of cleanliness, safety and compliance across the estate.

The facilities function operates year-round on a shift basis; therefore, flexibility is required to cover annual leave and sickness absence. This is a residential role, and the Facilities Manager participates in an on-call rota to respond to emergencies, including fire-related incidents.

### Key Responsibilities

#### Facilities, Premises and Site Management

- Lead the day-to-day operational management of the school's facilities, ensuring buildings and grounds are safe, secure and well maintained.
- Oversee site security arrangements including opening and closing procedures, access control, CCTV, key management and incident response.
- Ensure that plant, equipment, fittings, heating systems and fire safety systems are maintained, tested and fully operational.
- Act as the operational lead during emergency situations, including fire, flood or security incidents, escalating to the Director of Estates as appropriate.
- Maintain effective working relationships with academic, boarding and operational colleagues to ensure facilities meet the needs of the school community.

#### Health, Safety and Compliance (ISI-aligned, operational)

- Act as the operational lead for health and safety across the estate, supporting the Director of Estates in ensuring compliance with the Independent School Standards Regulations and ISI requirements.
- Ensure that suitable and sufficient risk assessments are in place for premises, activities and work processes, are reviewed regularly, and are effectively implemented.
- Ensure that health and safety arrangements are understood, followed and embedded in daily practice across caretaking and domestic services teams.
- Review and investigate all accidents, incidents and near misses, ensuring findings are recorded, actions implemented and learning shared.
- Maintain accurate and up-to-date health and safety records, logs and documentation to support inspection and internal assurance.

- Support compliance with statutory and regulatory requirements including COSHH, fire safety, working at height, manual handling and use of work equipment.
- Monitor compliance in practice and escalate concerns or risks promptly to the Director of Estates.

### **Domestic Services Management**

- Lead and manage the Domestic Services team, ensuring consistently high standards of cleanliness across teaching, boarding, residential and commercial areas.
- Coordinate daily cleaning, deep cleans, room set-ups, event support and boarding housekeeping.
- Ensure the safe storage, use and maintenance of cleaning materials, equipment and appliances in line with health and safety requirements.
- Support staff residential accommodation changeovers and inspections.

### **Caretaking and Site Services**

- Manage the Caretaking team, including shift planning and operational cover during periods of annual leave and sickness absence.
- Oversee fire safety systems, drills, testing regimes and fire marshal arrangements, ensuring procedures are followed in practice.
- Ensure delivery of security services meets prescribed standards and school requirements.

### **People Management**

- Provide leadership, supervision, appraisal and absence management for Domestic Services Supervisors, the Senior Caretaker and Caretakers.
- Manage staff rotas, work schedules and on-call arrangements.
- Work with HR on recruitment, training, performance management and disciplinary matters.
- Ensure staff receive appropriate training, including health and safety and safe use of equipment.

### **Contracts Management**

Manage outsourced service contracts (as per below) and monitor contractor performance to ensure compliance with statutory requirements and school standards.

- Fire alarm maintenance
- Two-way radio maintenance
- Lift servicing and maintenance
- Access control systems
- CCTV systems

### **Other**

- This is a residential role and occupancy of on-site accommodation is a requirement of the post.
- Participation in an on-call rota is required to respond to out-of-hours emergencies, including fire incidents.
- Undertake other reasonable duties as directed by the Director of Estates.

### **Child Protection**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder is responsible for safeguarding and promoting the welfare of children and young persons with whom s/he comes into contact and must adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• A wide understanding of the building industry including knowledge of materials, trades and methods.</li> <li>• Strong experience in site management.</li> <li>• Health and Safety Qualification relevant to building works.</li> <li>• Understanding of and experience in implementing Health and Safety requirements including fire safety.</li> <li>• Experience with Building Management Systems.</li> <li>• Project management.</li> <li>• Ability to work without supervision, in an organised manner with energy and enthusiasm, whilst being part of a wider team.</li> <li>• Ability to produce and interpret relevant financial information, including the preparation of effective budgets and monitoring expenditures against them.</li> <li>• Fluent and accurate written and spoken English.</li> <li>• Excellent ICT Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant building related qualification or accreditation in property-related matters.</li> <li>• Effective procurement and contract negotiating skills and experience.</li> <li>• Full, clean UK driving licence.</li> <li>• Prior schools experience or equivalent.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Excellent problem solver.</li> <li>• Experienced at communicating complex issues and options to a non-technical audience.</li> <li>• Collegiate and collaborative.</li> <li>• Calm under pressure; fair and unflappable.</li> <li>• Excellent time and deadline management.</li> <li>• The ability to place decision-making within the wider context of whole-school needs.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> <li>• Flexible in adapting working routine to the needs of a busy boarding school.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>• Prior experience in leading teams.</li> <li>• The ability to lead and manage people to work towards a common goal.</li> <li>• Able to provide focus and direction.</li> <li>• Ability to coach and mentor direct reports.</li> <li>• The ability to show an interest in the welfare, happiness and professional development of those under your leadership.</li> </ul>	

- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.
- **Pension.** You will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.