

Key Responsibilities : Facilities Manager

Daily Site, Security and Maintenance Checks

The Facilities Manager will:

- Complete and record daily security, safety and maintenance checks each morning before the school day begins, ensuring that the school is safe, secure and ready for pupils, staff and visitors.
- Undertake visual inspections of the buildings, grounds, access points, gates, fencing, doors, playgrounds and external areas.
- Identify hazards, damage, defects, security concerns and maintenance requirements.
- Take immediate and appropriate action to remove, isolate or make safe identified hazards.
- Escalate significant concerns promptly to the School Business Manager and/or Headteacher.
- Check that gates, doors, locks, access-control systems, alarms and other security arrangements are operating appropriately.
- Ensure safe access to the school during adverse weather, including snow and ice.
- Ensure school grounds and external areas are maintained to a safe, secure and appropriate standard.
- Maintain accurate records of identified defects, actions and completed works.

Weekly Health and Safety Inspections

The Facilities Manager will:

- Complete and record a formal weekly Health and Safety inspection of the whole school site.
- Proactively identify hazards, defects and areas of potential risk.
- Inspect classrooms, corridors, halls, offices, toilets, kitchens, storage and plant areas, playgrounds, play equipment, pathways, car parks, gates, fencing and school grounds as appropriate.
- Identify potential risks including slips, trips and falls; damaged fixtures and equipment; unsafe storage; blocked access or escape routes; damaged flooring; lighting issues; building defects and security concerns.
- Record hazards identified, actions required, responsible persons and target completion dates.
- Take prompt action to resolve hazards and escalate significant concerns.
- Follow up identified actions to ensure they are completed within appropriate timescales.
- Monitor recurring issues and identify where longer-term maintenance, repair or investment is required.
- Use information from inspections to inform risk assessments, maintenance plans, asset-management priorities and budget planning.

- Maintain clear and auditable records of inspections and actions.

Practical Maintenance and Repairs

A significant element of this role is the hands-on maintenance and upkeep of the school.

The Facilities Manager will:

- Undertake regular planned, preventative and reactive maintenance.
- Carry out appropriate minor repairs within the competence and training of the post holder.
- Undertake routine plumbing repairs and maintenance, including addressing minor leaks and replacing appropriate fittings.
- Undertake painting and decorating throughout the school as required.
- Undertake appropriate carpentry and joinery repairs, including minor repairs to fixtures, fittings and furniture.
- Undertake appropriate minor repairs to the building fabric.
- Assemble, install, repair and relocate furniture, shelving and equipment where appropriate.
- Maintain doors, locks, handles and other fixtures and fittings.
- Identify work requiring a specialist or appropriately qualified contractor and ensure this is escalated and arranged.
- Ensure tools, equipment and maintenance materials are safely and securely stored.
- Maintain appropriate stocks of routine maintenance materials.
- Ensure maintenance work is undertaken safely and with appropriate consideration for pupils, staff and visitors.

This list is not exhaustive. The Facilities Manager will be expected to undertake a range of practical maintenance duties appropriate to the role, the post holder's competence and the operational needs of the school.

Heating, Electrical and Plumbing Systems

The Facilities Manager will:

- Take day-to-day responsibility for monitoring the effective operation of the school's heating, electrical and plumbing systems.
- Undertake appropriate routine checks of boilers, heating systems and associated plant.
- Monitor heating levels and respond promptly to faults.
- Monitor plumbing systems and respond to leaks, blockages, loss of water and other issues.
- Monitor electrical systems and respond appropriately to identified faults.
- Recognise when work requires a suitably qualified specialist and arrange appropriate contractor support.

- Ensure gas, heating, electrical and water systems receive required statutory inspections, servicing and maintenance.
- Liaise with specialist contractors regarding servicing, breakdowns, repairs and replacement works.
- Maintain records of servicing, inspections, faults and remedial work.
- Respond promptly to loss of heating, power, water or other essential services.



Health and Safety and Statutory Compliance

The Facilities Manager will:

- Take a lead operational role in ensuring that the school meets its premises-related Health and Safety obligations.
- Maintain an up-to-date knowledge of legislation, statutory guidance, regulations and recognised good practice relating to school site and facilities management.
- Proactively identify changes to legislation or guidance and advise the School Business Manager and Headteacher of their implications.
- Support the review and amendment of school procedures following changes in legislation or guidance.
- Ensure planned, preventative, cyclical and statutory maintenance is completed within required timescales.
- Ensure compliance certificates, servicing records, inspections and associated documentation are current and appropriately stored.
- Undertake and review premises-related risk assessments.

- Manage COSHH requirements relating to the school premises.
- Support the effective management of asbestos, legionella and water hygiene.
- Ensure statutory electrical, gas and other premises inspections are completed.
- Ensure required technical inspections and testing are undertaken, recorded and followed up.
- Maintain accurate compliance records through appropriate manual and/or computerised systems.
- Provide reports and advice to the School Business Manager, Headteacher and Governing Body as required.

Fire Safety

The Facilities Manager will:

- Complete and record routine fire alarm tests in accordance with relevant requirements and school procedures.
- Maintain accurate records of fire alarm tests, servicing, faults and remedial actions.
- Undertake appropriate routine checks of fire doors, emergency exits, escape routes, fire extinguishers, emergency lighting and fire signage.
- Ensure escape routes and emergency exits remain accessible and free from obstruction.
- Report and address identified fire safety defects promptly.
- Liaise with competent contractors to ensure required servicing and testing of fire systems and equipment.
- Maintain appropriate fire safety records and documentation.
- Support the review and implementation of the school's fire risk assessment.

Fire Drills and Lockdown Drills

The Facilities Manager will:

- Work with the Headteacher and School Business Manager to plan, organise and record regular fire evacuation drills.
- Support the safe and effective operation of fire evacuation procedures.
- Evaluate premises-related aspects of each drill and identify areas for improvement.
- Ensure agreed remedial actions following drills are completed.
- Work with senior leaders to plan, organise and record school lockdown drills.
- Support the evaluation of lockdown drills and identify necessary improvements to physical security or site procedures.
- Support appropriate premises arrangements associated with Personal Emergency Evacuation Plans (PEEPs).

- Ensure relevant emergency signage and premises information remain accurate and appropriately displayed.

Business Continuity and Emergency Planning

The Facilities Manager will play an important role in the school's preparation for and response to emergencies and significant incidents.

The Facilities Manager will:

- Contribute to the development, review and implementation of the school's Business Continuity Plan.
- Provide premises and facilities expertise to ensure that the plan appropriately addresses site-related emergencies and disruption.
- Contribute to contingency planning relating to loss of power, heating, water, communications or access to school buildings.
- Support emergency planning for fire, flooding, severe weather, security incidents, building damage, utility failure and other significant incidents.
- Understand and fulfil their designated responsibilities within the Business Continuity Plan.
- Support the Headteacher and School Business Manager in assessing premises following an incident.
- Liaise with contractors, emergency services, the Local Authority and other agencies where appropriate.
- Support arrangements to restore school operations safely and promptly following an emergency.
- Participate in relevant emergency-planning exercises and reviews.
- Ensure lessons learned from emergencies, incidents and drills are incorporated into future planning.

Security, Key Holding and Emergency Call-Outs

The Facilities Manager will:

- Have overall day-to-day responsibility for effective site security.
- Act as a responsible key holder for the school.
- Manage and monitor alarms, CCTV, access-control and other security systems where applicable.
- Respond appropriately to security incidents and premises emergencies.
- **Be prepared to attend emergency call-outs outside normal working hours, including evenings, nights, weekends and school holiday periods, in accordance with agreed arrangements.**
- Respond to alarm activations and other urgent premises situations where required.

- Arrange emergency contractor attendance where necessary.
- Take appropriate immediate action to secure the site or make an area safe.
- Inform the Headteacher and/or School Business Manager promptly of significant incidents.
- Review physical site security and recommend improvements where appropriate.

Contractors and Project Management

The Facilities Manager will:

- Establish constructive and professional relationships with external contractors, suppliers, consultants and agencies.
- Manage and supervise contractors working on the school site.
- Ensure contractors comply with school Health and Safety, safeguarding and security procedures.
- Monitor contractor performance and address concerns appropriately.
- Support the liaison and negotiation of premises-related contractual arrangements.
- Ensure agreed contractual requirements are met.
- Ensure compliance with Construction (Design and Management) Regulations (CDM) where applicable.
- Support and, where appropriate, manage maintenance, refurbishment and site-development projects.
- Coordinate works to minimise disruption to pupils and teaching and learning.

Planned Maintenance and Asset Management

The Facilities Manager will:

- Develop and maintain an effective school maintenance plan, having due regard to priority, risk, budget and available resources.
- Develop forward-maintenance and asset-management plans.
- Monitor the condition of buildings, fixtures, facilities and grounds.
- Maintain appropriate building-condition information.
- Identify short-, medium- and long-term maintenance priorities.
- Analyse reactive and routine maintenance records to identify recurring problems and emerging liabilities.
- Advise the School Business Manager and Headteacher on priorities for investment and expenditure.
- Maintain accurate premises, building and facilities records.

Cleaning, Grounds and Facilities

The Facilities Manager will:

- Oversee the effective delivery of the school's cleaning arrangements.
- Monitor cleaning standards and address concerns appropriately.
- Manage outsourced cleaning staff.
- Oversee grounds-maintenance arrangements.
- Ensure grounds, pathways and external areas remain safe and well maintained.
- Oversee appropriate waste-management arrangements.
- Ensure an effective portering service within and outside the school building.
- Support the movement and setup of furniture and equipment for assemblies, performances, tests, parents' meetings, open events and other school activities.
- Support the operational management of school lettings where required.

Leadership and Management

The Facilities Manager will:

- Allocate, prioritise and monitor work.
- Lead on the development and implementation of effective premises-management systems and procedures.
- Maintain accurate record and information systems.
- Provide professional advice to the School Business Manager, Headteacher, Governing Body and colleagues on premises and facilities matters.
- Promote a proactive culture of Health and Safety, security and effective site management.

Budget Management

The Facilities Manager will:

- Support the effective management of premises and facilities budgets.
- Monitor expenditure against agreed plans.
- Advise the School Business Manager and Headteacher on maintenance priorities and expenditure.
- Obtain quotations and support procurement in accordance with the school's financial procedures.
- Produce appropriate cost plans for maintenance, construction and refurbishment projects.
- Seek value for money while ensuring that safety, compliance and quality remain paramount.

Energy and Sustainability

The Facilities Manager will:

- Monitor and support the effective use of energy and utilities.
- Advise on energy control and conservation.
- Identify opportunities to improve energy efficiency.
- Promote sustainable approaches to site and facilities management.
- Identify opportunities to reduce unnecessary expenditure and environmental impact.

Working Hours and Flexibility

The post is contracted for **37 hours per week, Monday–Friday**. Effective site management requires flexibility to respond to the operational needs of the school therefore the daily hours will be discussed and agreed with the successful candidate.

The successful candidate will:

- Offer flexibility in the pattern of their working hours according to school needs.
- Adjust working arrangements, with appropriate notice where possible, to support contractor access, maintenance projects, school events and other operational requirements.
- Be prepared to work occasionally outside normal school operating hours.
- Support planned works during school closure periods where necessary.
- Be prepared to respond to emergency call-outs during unsocial hours, including evenings, nights, weekends and school holidays, in accordance with agreed arrangements.
- Work collaboratively with the School Business Manager and Headteacher to ensure appropriate site-management and emergency-cover arrangements.

Any additional hours, call-out arrangements or applicable payments will be managed in accordance with the post holder's terms and conditions and relevant school/WCC arrangements.

Other Duties

This job description provides an overview of the principal duties and responsibilities of the post and is not intended to be exhaustive.

The post holder may be expected to comply with any reasonable request from the Headteacher, School Business Manager or other appropriate manager to undertake work of a similar level and responsibility that is not specifically detailed within this job description, provided that such duties are consistent with the nature, grade and overall purpose of the post.

The post holder will be expected to respond flexibly to the changing needs and priorities of the school and work collaboratively with colleagues to support the safe and effective operation of the school.

The duties and responsibilities of the post may be reviewed periodically and amended, following appropriate consultation with the post holder, to reflect changes in the needs, priorities and organisation of the school.

Safeguarding and Promoting the Welfare of Children

St Catherine's CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. The Facilities manager will be required to adhere to statutory safeguarding guidance, including Keeping Children Safe in Education, and all school safeguarding policies and procedures. The Facilities Manager will ensure that contractors and other persons undertaking premises-related work on the school site comply with relevant safeguarding and security procedures. All offers of employment are subject to a safer recruitment process, including appropriate references, identity and right-to-work checks, an enhanced DBS check and barred-list check where applicable, online searches and any other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will therefore be required to disclose relevant convictions and cautions in accordance with current legislation and guidance.

Information Governance

The Facilities Manager will be expected to comply with the requirements of the UK GDPR and Data Protection Act 2018, Freedom of Information legislation and relevant school information-governance policies and procedures. Information accessed through the role must be managed securely and appropriately, with confidentiality maintained at all times.

Equality, Diversity and Inclusion

St Catherine's CE Primary School is committed to fulfilling its Equality Duty obligations, including valuing equality and diversity, and we expect all employees to share this commitment. We are committed to employment practices that promote diversity and inclusion regardless of age, disability, gender reassignment, sex, marriage or civil partnership, pregnancy or maternity, race, religion or belief. We welcome applications from disabled candidates and will make reasonable adjustments throughout the recruitment process. The successful candidate will be required to meet the necessary standard of spoken English in accordance with the Public Sector Fluency Duty under Part 7 of the Immigration Act 2016.