



FACILITIES MANAGER

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Greensand Federation



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MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink, which appears to read 'Karen Hayward'.

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



FACILITIES MANAGER

Required ASAP

**NJC Management Grade 11 Points 31–34; £41,771 – £45,091
per annum**

37 hours per week, Full Time or Part Time

We are seeking an experienced and highly motivated Facilities Manager to lead all aspects of estates, health and safety, and site operations across Sandy Secondary School and Moggerhanger Primary School. This is a senior role working closely with the Director of HR, Site & Operations, where you will act as the lead professional adviser on compliance, capital projects and the strategic development of our estate. You will play a key role in ensuring our environments are safe, secure and fit for purpose, supporting high-quality teaching and learning across both sites.

This is a varied and rewarding position combining strategic planning with operational oversight. You will lead and develop a multi-site facilities team, manage statutory compliance and planned maintenance programmes, oversee contractors and capital works, and ensure the effective delivery of lettings and community use. We are looking for a confident leader with strong technical knowledge, excellent organisational skills and a proactive approach, who is comfortable operating at a senior level and able to manage a complex and dynamic school environment.

'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Tuesday 5th May 2026 at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



Job Description & Person Specification

Sandy Secondary School



Facilities Manager

Sandy Secondary School is committed to safeguarding and promoting the welfare of children and young people. This post requires an Enhanced DBS check. All staff must share this commitment.

Role Overview

Job Title	Facilities Manager (Senior Post)
Reporting To	Senior Leadership Team (SLT)
Responsible For	Site Team, Cleaning Staff, Contractors & Lettings (2 sites)
Sites	Sandy Secondary School & Moggerhanger Primary School
Contract	Full Time, Permanent
Hours	37 hours per week · 52 weeks per year
Salary	NJC Management Grade 11 Points 31–34 £41,771 – £45,091
DBS	Enhanced Disclosure & Barring Service Check required

Core Purpose

The Facilities Manager is a senior operational leadership role responsible for the effective management, safety, compliance and development of the school estate across two sites. The post holder works closely with the Director of HR, Site & Operations, acting as the lead professional adviser on estates, health and safety, compliance and capital matters.

The role combines strategic planning with operational oversight, ensuring that both schools are safe, secure, compliant and maintained to a high standard at all times. The post holder is responsible for leading the Facilities Team, managing statutory compliance and supporting the delivery of capital and maintenance projects.

The Facilities Manager will provide expert advice, analysis and reporting to support decision-making at senior leadership and governance level, with formal reporting delivered via the Director of HR, Site & Operations.

The post holder will hold the designated H&S function (NEBOSH), support with overseeing projects, manage the dual-site Facilities Team, and oversee lettings and community use.

- Act as the lead for all facilities across both school sites, reporting directly to the Director of HR, Site & Operations.
- To support and help provide expert advice and strategic report writing to the Director of HR, Site & Operations who will deliver at SLT and Governors meetings as required on estates, H&S, compliance and capital matters.
- Hold designated responsibility as Health & Safety Officer for both schools (NEBOSH essential).
- Manage the performance management for the Facilities Team across both sites.
- Ensure facilities are maintained to the highest standards of safety, security and presentation at all times.
- Manage lettings and community use of both school sites.
- Ensure all statutory compliance checks, records and PPM schedules are completed and up to date.

Key Responsibilities

HEALTH & SAFETY — DESIGNATED OFFICER (NEBOSH)

This is a core and non-negotiable element of the role. The post holder is the named Designated Health & Safety Officer for both schools and must hold a current NEBOSH qualification.

- Act as the designated Health & Safety Officer and competent person across both school sites
- Maintain a current NEBOSH qualification
- Develop, implement and review Health & Safety policies and procedures
- Manage the full statutory compliance programme, including fire safety, PAT testing, fixed wiring, water hygiene, asbestos and COSHH
- Ensure all risk assessments are completed, reviewed and implemented across both sites
- Record, investigate and report accidents and near misses, escalating to the Director of HR, Site & Operations
- Lead Health & Safety training, inductions and regular team briefings
- Maintain emergency procedures, fire safety systems and evacuation plans
- Attend and contribute to Health & Safety Committee meetings
- Provide clear and accurate reports and compliance data to support senior leadership reporting

CAPITAL PROJECTS & STRATEGIC ESTATE PLANNING

The post holder supports the planning and delivery of maintenance and capital works across both sites, contributing to the effective management and development of the school estate.

- Support the planning and delivery of maintenance and capital projects across both sites
- Develop and maintain a strategic maintenance programme aligned to the School Asset Management Plan
- Scope, cost and prioritise works, providing clear recommendations to the Director of HR, Site & Operations
- Oversee contractors on site, ensuring compliance with safeguarding and Health & Safety requirements
- Monitor project progress, quality and expenditure
- Identify risks and proactively advise on estate development and improvement opportunities

MULTI-SITE FACILITIES & OPERATIONAL MANAGEMENT

- Maintain overall responsibility for the condition, safety and presentation of buildings and grounds across both sites
- Ensure timely repairs and maintenance are carried out through effective delegation to the Facilities Team
- Oversee the operation and maintenance of building systems including heating, lighting, security and plant
- Implement a rolling programme of repairs, redecoration and improvement works
- Ensure safe access across both sites, including during adverse weather conditions
- Oversee deliveries, portage and movement of equipment
- Ensure grounds and external areas are maintained to a high standard

LETTINGS & COMMUNITY USE

The post holder has direct management responsibility for lettings and community use across both school sites.

- Manage all lettings across both sites, ensuring they are safe, appropriately supervised and commercially optimised.
- Ensure both sites are always ready for normal educational use following any community or lettings activity.
- Organise site rotas to ensure lettings and community use are adequately staffed at all times.
- Supervise community users and oversee the protection of school assets across both sites.

SECURITY

- Ensure full site security across both schools: access control, keys and locks, intruder alarm systems and CCTV operation and maintenance – working with the IT department when relevant..
- Act as key holder for both sites; be available to attend in emergency situations including out-of-hours incidents.
- Undertake regular security checks across both sites, identify risks and take prompt remedial action.
- Provide access to authorised persons at all reasonable times, including outside normal hours in emergencies.
- Liaise with police, security and surveillance contractors as required.
- Carry out procedures in the event of fire, flood, break-in, accident or major damage.

PEOPLE MANAGEMENT & LEADERSHIP

- Provide effective line management to all Facilities Team.
- Plan and allocate work across both sites, ensuring school requirements are met and supervisory duties are carried out.
- Conduct regular performance reviews; identify training needs and ensure compliance with all relevant legislation.
- Ensure the Facilities Team is appropriately trained across both sites, including manual handling, H&S and site-specific inductions.
- Hold regular team meetings to support effective and efficient working across both sites.
- Ensure cleaning is carried out in accordance with specification working alongside the contracted company.

CONTRACTOR & CONTRACT MANAGEMENT

- Implement the school's Control of Contractors Procedure across both sites; liaise with contractors to ensure safe working practices and safeguarding compliance.
- Review annual contracts to ensure appropriate service levels; negotiate costs and request quotes based on best value principles in conjunction with the Director of HR, Site & Operations and the Director of Finance.
- Ensure outside agencies working on either site fulfil their contractual duties efficiently.
- Manage waste and refuse disposal contracts across both sites, including WEEE-compliant disposal.

UTILITIES, ENVIRONMENTAL & BUDGET MANAGEMENT

- Oversee the supply of utilities into both schools; monitor energy usage and actively promote conservation.
- Investigate and propose methods of reducing the carbon footprint of both schools; ensure DEC obligations are met.
- Manage and monitor allocated budgets across both sites, applying the school's Best Value Policy and financial regulations.
- Prepare budget forecasts for site expenditure; work with Business Managers and Finance Teams.
- Advise proactively on the control of building costs, resources and waste reduction.

REPORTING & GOVERNANCE

- Maintain accurate and up-to-date records relating to compliance, maintenance and contractor activity including Risk Assessments.
- Provide high-quality data, analysis and written reports to the Director of HR, Site & Operations
- Support reporting to Senior Leadership Team and Governors through the provision of accurate information and professional advice.

GENERAL & PROFESSIONAL STANDARDS

- Support the overall ethos and values of the Greensand Federation.
- Be familiar with and comply with all relevant H&S, safeguarding, GDPR and financial regulations.
- Ensure equality of opportunity for all persons, actively seeking to eliminate discriminatory practices.
- Maintain confidentiality of all information acquired in the course of undertaking duties.
- Demonstrate commitment to continuous professional development.
- Willingness to work flexibly outside normal core hours, including emergency call-out, lettings cover and adverse weather response.
- Undertake any other reasonable duties at the request of the Executive Principal or SLT.

Other Information

This job description outlines the main expectations of Sandy Secondary School in relation to the post holder's responsibilities. It is not exhaustive and will be reviewed periodically. Any significant changes will be subject to consultation with the post holder.

As a condition of employment, the post holder may reasonably be expected to perform duties of a similar or related nature to those outlined above at the reasonable request of the Headteacher or SLT.

Person Specification

Candidates are assessed throughout the recruitment process. ✓ **Essential** ✓ **Desirable**

Criteria	Essential	Desirable
QUALIFICATIONS		
GCSE English and Maths at Grade C / 4 or equivalent	✓	
NEBOSH qualification (General Certificate or above)	✓	
IOSH Managing Safely or equivalent H&S qualification		✓
Professional qualification in Facilities Management (e.g. IWFM)		✓
Relevant trade qualification (plumbing, electrical, carpentry etc.)		✓
First Aid at Work qualification		✓
Evidence of continuing professional development	✓	
EXPERIENCE		
Significant experience in a senior facilities / site management role	✓	
Experience of managing multiple sites simultaneously	✓	
Proven track record of leading and managing a facilities or site team	✓	
Experience of managing and delivering capital projects	✓	
Experience of managing contractors and procurement processes	✓	
Experience of managing and reporting on delegated budgets	✓	
Experience of managing lettings and community use of facilities	✓	
Experience of managing statutory compliance programmes (fire, Legionella, asbestos, PAT)	✓	
Experience of working in a school or public sector environment		✓
Experience of presenting reports to SLT or a governance body		✓
KNOWLEDGE & UNDERSTANDING		
Thorough knowledge of H&S legislation (Fire Safety, COSHH, Manual Handling, Asbestos, Legionella)	✓	
Knowledge of planned preventative maintenance schedules and compliance frameworks	✓	
Knowledge of building systems: heating, fire, security, CCTV, electrical	✓	
Understanding of capital project planning, costing and delivery	✓	

Budget management and best value procurement principles	✓	
Awareness of child protection and safeguarding responsibilities	✓	
Ability to write, adapt and implement H&S policies and risk assessments	✓	
ICT literacy — records, compliance systems, reporting	✓	
Understanding of energy management and sustainability		✓
Knowledge of ESFA financial standards		✓
SKILLS & ABILITIES		
Strong strategic thinking: ability to inform priorities and make them operational	✓	
Excellent organisational skills; able to manage a complex, dual-site workload	✓	
Strong leadership and people management skills	✓	
Clear and persuasive written and oral communication, including report writing	✓	
Ability to negotiate effectively with contractors and service providers	✓	
Practical skills in one or more trades (plumbing, carpentry, electrical, building)	✓	
Sound judgement and ability to make decisions on behalf of management	✓	
Project management skills (minor works through to major capital)	✓	
PERSONAL QUALITIES		
Proactive, confident and resilient — comfortable operating at a senior level	✓	
High personal standards: attendance, punctuality and workload management	✓	
Customer-focused with a proven ability to deliver service improvement	✓	
Enthusiastic, motivated and committed team leader	✓	
Calm, patient and effective under pressure	✓	
Committed to equality of opportunity and safeguarding	✓	
Willing to work flexibly, including out-of-hours when required	✓	
Committed to own and team's continuous professional development	✓	

CHILD PROTECTION & SAFEGUARDING

The post holder has a shared responsibility for the safeguarding and welfare of all children and young people. Any concerns relating to student safety or wellbeing must be reported immediately to the Designated Safeguarding Lead. All appointments are subject to an Enhanced Disclosure and Barring Service check.