



Alfriston School

Sports College

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Role: Facilities & IT Manager
Salary: Bucks Pay Range 6 ISN 31-35 £37,772-£41,272 (depending on experience)
Contract Type: Permanent, 52 Weeks
Hours: Full time, 37 hours per week.
Start Date: As soon as available

About the Role

We are seeking a highly organised and proactive Facilities & IT Manager to join our team at Alfriston School. This is a key strategic and operational role responsible for ensuring our facilities, IT systems, and operational services are safe, compliant, efficient, and fully support both education delivery and community use.

You will play a pivotal role in driving improvements across the school's estate and digital infrastructure, managing capital projects, overseeing contractor performance, and supporting income generation through our leisure facilities and lettings.

Key Responsibilities

- Facilities & Operations
- IT Infrastructure & Development
- Project & Contract Management
- Compliance, Health & Safety
- Swimming Pool & Leisure Operations

About You

We are looking for someone who is:

- Experienced in facilities management within a school or complex organisation
- Skilled in managing contractors, SLAs, and capital projects
- Knowledgeable in health & safety and statutory compliance
- Organised, flexible, and able to manage competing priorities
- A strong communicator with excellent problem-solving skills
- Commercially aware with a focus on value for money

Why Join Us?

At Alfriston School, you will be part of a collaborative and supportive team, playing a vital role in maintaining an outstanding learning environment while helping shape the future of our facilities and digital provision.

To Apply: Please visit our website www.alfristonschool.com to apply via MyNewterm today! If you would like to make an informal visit please also contact Mrs Ellie Davison, via recruit@alfristonschool.com who will be delighted to arrange this for you.



Join Our Team at Alfriston School – Where Passion Meets Purpose

Are you looking for a meaningful role where you can make a real difference in the lives of young people with special educational needs?

Alfriston School is an outstanding Special Academy for girls aged 11–18 with moderate learning difficulties and speech, language, and communication needs and we're looking for caring, committed professionals to join our team.

Why Work at Alfriston?

Outstanding Facilities: Work in a purpose-built environment featuring interactive classrooms, class sets of laptops and iPads, specialist performing arts and music spaces (including a dance and recording studio), and extensive indoor and outdoor sports facilities - including our architect-designed swimming pool tailored for students with sensory needs.

Staff Wellbeing is a Priority:

At Alfriston, we believe that supporting our students starts with supporting our staff. We are deeply committed to staff wellbeing and have a range of measures in place to promote a healthy work–life balance, including:

- Access to confidential wellbeing support
- Time and space for self-care built into the school's culture
- Personalised support for managing the emotional demands of working in special education
- A strong, caring team ethos where your voice is valued and respected

A Supportive and Collaborative Culture:

You'll be joining a team of passionate, specialist educators and support staff who care deeply about our students and about each other. We foster a collaborative and inclusive environment where everyone is encouraged to grow, share, and succeed.

Staff Benefits Include:

- A warm and welcoming workplace culture
- Structured professional development and progression pathways
- Onsite parking
- Excellent transport links (Chiltern Line and M40 nearby)
- Discounts on hiring school facilities
- Close to Beaconsfield's shops, cafes, and amenities

At Alfriston, we know that happy, well-supported staff deliver the best outcomes for students. If you're looking to join a school where your wellbeing is prioritised and your work truly matters, we'd love to hear from you.

Apply today – and be part of something extraordinary.



Facilities & IT Manager Job Description



Responsible to: Academy Business Director (ABD)

Job Purpose

To coordinate the effective management of the school's facilities, IT infrastructure, and associated operational services, ensuring that the environment, digital systems, and assets are safe, compliant, efficient, and fit for purpose.

The postholder will play a key strategic and operational role in:

- Supporting the development and implementation of facilities improvement and asset management plans
- Managing and coordinating facilities and IT functions
- Co-ordinating capital projects
- Managing key contracts and external service providers
- Co-ordinating swimming pool plant operations and compliance
- Supporting the growth of income generation through Alfriston Leisure and wider community use of the school's facilities

Key Responsibilities

IT Infrastructure and Digital Development

- Manage the planning and delivery of IT hardware renewal programmes
- Oversee the maintenance, development and continuous improvement of IT infrastructure
- Contribute to the development and delivery of the school's IT strategy
- Support the implementation of AI and digital technologies in line with school priorities
- Monitor lifecycle, condition, and suitability of IT assets
- Manage IT service providers and ensure delivery against contractual expectations

Facilities Management

- Oversee day-to-day management of buildings, grounds and facilities
- Support the development and implementation of facilities improvement and asset management plans
- Identify and prioritise planned preventative maintenance and capital projects
- Monitor site condition and advise the Academy Business Director on risks and future priorities
- Ensure facilities effectively support both education delivery and community use
- Support business continuity planning relating to facilities and site operations

Asset Management

- Maintain oversight of asset registers for facilities and IT
- Ensure accurate tracking, maintenance, renewal and disposal of assets
- Monitor asset condition and lifecycle planning
- Support procurement and value-for-money decisions

Contractor and Contract Management

- Manage contracts for cleaning, grounds maintenance, facilities services, IT infrastructure and swimming pool operations
- Monitor contractor performance against KPIs and service standards
- Support procurement, contract renewals and service reviews
- Ensure contractor compliance with safeguarding, health and safety, and site procedures
- Develop effective working relationships with contractors and service providers

Project Management

- Co-ordinate capital projects, refurbishment programmes and infrastructure developments
- Manage projects from planning through to completion
- Ensure delivery within agreed timescales, budgets and operational requirements
- Manage risks and provide regular updates to the Academy Business Director
- Coordinate contractors and stakeholders to minimise disruption

Commercial Development and Lettings

- Support the ABD with the development of Alfriston Leisure and community lettings
- Manage systems for bookings, customer engagement and operations

Swimming Pool Management

- Oversee operation, maintenance and compliance of the swimming pool
- Support the ABD to manage pool-related service contracts and specialist providers
- Maintain pool safety, servicing schedules and operational standards
- Support hands-on operations where required (e.g. testing, backwashing)
- Hold or be willing to obtain a Pool Plant Operator (PPO) qualification

Health and Safety

- Support implementation of health and safety arrangements relating to facilities
- Undertake regular site inspections and monitor actions from audits
- Complete and review risk assessments for facilities, contractors, lettings and leisure
- Investigate incidents and implement preventative measures
- Support emergency planning and business continuity arrangements

Compliance

- Maintain oversight of statutory compliance relating to the site
- Ensure required checks, testing and maintenance are completed on time, including:
 - Fire systems
 - Legionella control
 - Asbestos management
 - Electrical and gas safety
 - Lifting equipment and other statutory inspections
- Maintain accurate and accessible compliance records
- Report risks, concerns and recommended actions to the Academy Business Director

Security Management

- Oversee site security systems including access control, CCTV and alarms
- Ensure procedures protect buildings, assets and occupants
- Liaise with external agencies and contractors as required

Coordination of Service Providers

- Coordinate and monitor contractors and service providers
- Ensure effective and efficient delivery of services
- Build positive working relationships across staff, contractors and partners

General Responsibilities

- Manage Facilities and IT staff
- Work collaboratively with colleagues to support school priorities
- Contribute to continuous improvement of systems and services
- Uphold school policies, safeguarding and values at all times
- Undertake other duties appropriate to the role

Person Specification



Qualifications (Desirable unless stated)

- Qualification in facilities management, building services or related discipline
- IOSH Managing Safely (essential or willingness to obtain)
- NEBOSH General Certificate (desirable)
- Pool Plant Operator (PPO) qualification or willingness to achieve
- Evidence of relevant continuing professional development

Experience

- Facilities management in a school or complex organisation
- Managing contractors, SLAs and outsourced services
- Leading capital projects and refurbishment programmes
- Managing statutory compliance and health and safety systems
- Undertaking and reviewing risk assessments
- Overseeing IT infrastructure and asset management processes
- Supporting lettings, commercial activity or income generation initiatives

Skills and Knowledge

- Strong organisational and project management skills
- Knowledge of statutory compliance requirements in relation to buildings
- Ability to manage multiple priorities and stakeholders
- Strong communication and problem-solving skills
- Financial awareness and value-for-money focus
- Commitment to safeguarding and safe working practices

Alfriston School is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to undertake reference checks, an enhanced DBS check and internet/social media checks before taking up the post.