



Wimbledon College

Post: Facilities Manager
Contract: Permanent
Salary: Scale PO3, point 34: £ 49,590 rising to Point 37: £ 52,827 per annum
Hours: 52 weeks of the year for 35 hours per week (5 days 8:00am to 4:00pm, 1-hr lunch).
Line Manager: School Business Leader
Responsible to: Headteacher
Responsible for:

- Site Supervisor (overseeing Deputy, 2 x Caretakers, Handyperson)
- Catering Manager (who oversees Catering Assistants)
- 2 x Part-time Administration Assistants

Job Description

Main purpose of post

To provide strategic and operational leadership across the school estate in line with DfE guidance and our Jesuit ethos. Leading health & safety, site maintenance, security, climate initiatives, catering, support staff, and lettings management.

Duties and responsibilities

1. Strategic Health, Safety & Governance Leadership

- 1.1. Act as School Health & Safety Officer and Fire Safety Officer.
- 1.2. Lead and track mandatory H&S training and compliance monitoring for all staff.
- 1.3. Review H&S policies, risk assessments and audits, reporting to Headteacher and Governors as required.
- 1.4. Ensure full compliance across statutory areas including CDM regulations, COSHH, lifts, gas safety, hot works, asbestos, legionella, fire safety, emergency lighting, lightning protection, PAT/fixed wire and disability access (DDA).
- 1.5. Manage Critical Incident/Disaster Recovery plans and minibus compliance.

2. Strategic Estate Management & Sustainability

- 2.1. Maintain an accurate digital Asset Register and a rolling Asset Management Plan (AMP) based on condition surveys to drive proactive, preventative maintenance (PPM).
- 2.2. Support environmental and sustainability initiatives (Caring for Our Common Home) by analysing energy and water usage data (half-hourly meters/BMS), managing green technologies (e.g., solar/PV), and identifying efficiency gains.
- 2.3. Support capital projects and infrastructure upgrades: draw up outline scopes of work, obtain quotes/tenders, manage contractors, and liaise with local authorities.

3. Site Maintenance, Security & Plant

- 3.1. Oversee site maintenance, plant systems (heating, lighting, hot water), and FF&E.
- 3.2. Ensure site accessibility (disability access) and manage security, CCTV, alarms, and emergency keyholder duties.
- 3.3. Oversee compliance, water quality, and maintenance for the on-site swimming pool plant.
- 4. Team Leadership & Events**
 - 4.1. Line manage the Site Supervisor, Catering Manager, and 2 Admin Assistants.
 - 4.2. Coordinate operational setup for school functions, liturgical events, performances, and lettings.
- 5. Catering & Cleaning Operations**
 - 5.1. Line-manage the Catering Manager to ensure an appealing, healthy, cashless, sustainable and financially viable catering service. Ensure compliance with allergen, DfE school food, and Environmental Health and Hygiene standards
 - 5.2. Manage the contract cleaning agreement and hold suppliers to high standards.
- 6. Commercial Lettings & Procurement**
 - 6.1. Oversee facilities leasing in line with school ethos; draft licenses, handle client disputes, and conduct annual rate reviews. (Routine bookings managed by Finance Admin).
 - 6.2. Negotiate and monitor cleaning, catering and service contracts (HVAC, waste, grounds) ensuring value and DBS compliance.
- 7. Supporting the School**
 - 7.1. To participate in relevant in-service training and actively seek other learning activities
 - 7.2. To attend and participate in school meetings.
 - 7.3. To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
 - 7.4. To comply with school policies and procedures. Including child protection, Safeguarding, health, safety and data security. Reporting any concerns to an appropriate person.
 - 7.5. To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
 - 7.6. Work collaboratively within the local authority, sharing best practice, resources, and operational knowledge across schools to drive capacity and best value.
 - 7.7. Act as Key Holder for the school site.
 - 7.8. Undertake other reasonable tasks directed by line managers and the Headteacher.

Hours are worked by pre planned agreement with line manager. 5 days per week, 7 hours per day (i.e. 8am to 4pm, with a one hour lunch break) subject to variance to allow for busy periods. The post holder will be expected to be flexible for busy periods and events, where Time Off in Lieu (TOIL) will be granted. On-call availability for emergency response may be required.

Person Specification

Qualifications & Training

- **Essential:**
 - **IOSH Managing Safely** qualification (or commitment to complete within 6 months).
 - Good standard of education (Level 3 NVQ, A-Levels, or equivalent practical experience).
- **Desirable:**
 - **NEBOSH National General Certificate** in Occupational Health and Safety.
 - Recognised qualification in Facilities Management (e.g., IWFM Level 4+).
 - Formal training in Environmental Management, Energy Management, or Sustainability.
 - Formal training in Fire Risk Assessment, Asbestos Management, Legionella Control, or Swimming Pool Plant Operations.
 - Emergency First Aid at Work certification.

Skills, Knowledge & Experience

- **Ethos & Stewardship:** Commitment to upholding and supporting the Jesuit ethos of Wimbledon College, incorporating principles of social justice, care for creation, and community service into estate operations.
- **Leadership & Operations:** Proven experience managing multi-disciplinary teams (premises, catering, administration) within an educational or public sector environment.
- **Compliance & Governance:** Strong expertise in UK H&S legislation, staff training delivery, statutory building compliance, and governor reporting.
- **Estate Strategy:** Familiarity with DfE estate management standards, preventative maintenance planning, digital asset registers, and sustainability principles.
- **Commercial & Contractor Control:** Proven ability to manage specialist contractors, permit-to-work systems, budget management, and commercial license agreements.
- **Communication & Tech Literacy:** Excellent written and verbal communication skills; comfortable utilising facilities management software, CAFM/Compliance Management software, (e.g., Every, Statlog, or equivalent) and BMS systems.
- **Flexibility:** Ability to work collaboratively and adapt to busy operational seasons.