FRANCIS HOLLAND
REGENT'S PARK



Facilities Manager

January 2027 | Full-Time, Permanent Position

Job Application Pack

A WELCOME FROM THE HEAD



Thank you for your interest in Francis Holland Regent's Park.

Choosing a new role is an important decision, and I am delighted that you are considering joining our exceptional school community at Francis Holland Regent's Park. I hope this candidate pack gives you a genuine sense of what makes Francis Holland such a distinctive and rewarding place to work, while providing the information you need as you consider making an application.

As a leading independent school for girls, academic standards are high with an excellent culture of pastoral care woven into our fabric. Set in the heart of London, with all the opportunities and energy that brings, we are a community like no other. Our four values – Compassion, Knowledge, Perseverance and Spirit – underpin everything, creating a strong sense of purpose and belonging.

Francis Holland Regent's Park is forward-thinking in an ever-changing world. Our educational offer is centred on the futures of our girls. We also want to empower them to be bold, ambitious and free from the shackles of perfectionism. Nothing should hold them back; they can be themselves, develop their strengths and discover their passions.

Our pupils leave us as grounded young women with a strong moral compass, knowing what they want and who they want to be.

Our staff are central to achieving this vision. If you share our commitment to excellence, care deeply about young people's development and are inspired by the opportunity to contribute to a vibrant and ambitious school community, we look forward to receiving your application.

Mrs Katharine Woodcock
Head

ABOUT THE SCHOOL

Francis Holland Regent's Park is an academically selective independent day school for girls aged 11-18, located in the heart of London. Founded in 1878 by the Reverend Canon Francis Holland, it is one of three highly regarded independent girls' schools in the Francis Holland Schools Trust, with senior schools at Regent's Park and Sloane Square, and a preparatory school in Chelsea. For nearly 150 years, the Trust has built a strong reputation for delivering an exceptional, well-rounded, girls' education - shaping futures with purpose. Whilst each of the schools is proudly unique, with its own culture, identity, and community, the schools are united by a shared belief: that education is for life. This approach combines academic excellence with outstanding pastoral care, equipping pupils to flourish, find happiness and lead lives of purpose.

Francis Holland Regent's Park central location makes the school easily accessible. Pupils commute from across the city, supported by excellent public transport links, including numerous bus routes and proximity to Baker Street station. Whilst space in central London is limited, the school is fortunate to have Regent's Park right at the doorstep where pupils make daily use of its outstanding outdoor facilities for both sport and leisure.

While Francis Holland Regent's Park is a Church of England School, we warmly welcome pupils and staff of all faiths and backgrounds.

Entry to the school is competitive and pupils are selected via entrance examinations and interview at 11+ or 16+. Pupils achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. The School offers means-tested bursaries, up to 100% of fees, with Academic, Art, Music and Sport scholarships awarded upon application.

Moreover, the school offers a plethora of co-curricular activities, with over 90 clubs and societies running before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic success is regarded as essential for our pupils and all teachers are expected to contribute fully to co-curricular activities.







PURPOSE OF THE ROLE

Job Title: Facilities Manager

Location: Regent's Park

Salary: Up to £50,000 circa per annum, subject to experience, skills and qualifications

Working Pattern: 40 hours a week (with flexibility required for occasional school events, including some and weekends)

The Facilities Manager is responsible for the operational management of the school estate, ensuring buildings and facilities are safe, compliant, well maintained and fit for purpose. They work very closely with the Assistant Head: Operations to ensure the health and safety across the whole school.

The role is responsible for leading on maintenance, contractor management, statutory compliance and facilities operations while supporting estate development initiatives, capital projects and long-term asset management Trust capital projects.

The postholder will also contribute to sustainability, energy monitoring, and building management systems.

The Facilities Manager at Francis Holland Regent's Park leads the Facilities team, directly line managing the Senior Facilities Officer and four Facilities Officers to ensure the effective day-to-day operation of the school estate.







ROLE RESPONSIBILITIES

Estates Operations

- Manage the day-to-day operation of the school estate, ensuring buildings, facilities and services are safe, compliant and fit for purpose.
- Coordinate planned, preventative and reactive maintenance activities across the site.
- Deliver maintenance programmes and oversee repairs and minor works in partnership with the Trust Estates Team.
- Monitor the condition of the estate and identify maintenance and improvement requirements.

Compliance and Health & Safety

- Ensure compliance with all statutory premises requirements, including fire, asbestos, legionella, gas and electrical safety.
- Oversee compliance inspections, audits and testing, ensuring remedial actions are completed promptly.
- Maintain accurate estates, maintenance and compliance records.
- Act as the school's Fire Officer and support business continuity and emergency response arrangements.
- Attend and support H&S Meetings

Contractor and Service Management

- Manage contractors, suppliers and service providers, ensuring safe working practices, quality service and value for money.
- Ensure all works are delivered in line with safeguarding, health and safety, and Trust requirements.
- Minimise disruption to school operations through effective planning and coordination.

Site Services and Security

- Oversee cleaning, caretaking, security and site services, maintaining high standards across the estate.
- Manage security systems, including access control, alarms, CCTV and key management.
- Ensure the school environment is secure, welcoming and well presented.

Leadership and Resources

- Line manages the Facilities Team and site staff, supporting performance, development and wellbeing.
- Manage facilities budgets, procurement and resources in line with Trust procedures.
- Promote high standards of customer service, compliance and operational effectiveness.

Lettings and Sustainability

- Support school lettings and community use of facilities, ensuring effective operational delivery.
- Identify opportunities to improve energy efficiency, environmental performance and cost effectiveness.
- Oversee swimming pool operations and compliance requirements where applicable.

PERSON SPECIFICATION

The successful candidate will be:

Education

- Educated to A-Level standard or equivalent experience.
- Hold a professional qualification in Facilities Management, Building Services, Health & Safety or a related discipline (e.g. IWFM, IOSH, NEBOSH). (**Desirable**)

Knowledge and Experience

- Experience of managing facilities, premises or estates operations within a complex organisation.
- Experience within a school, academy trust (**Desirable**)
- Experience of managing planned, preventative and reactive maintenance programmes.
- Experience of ensuring compliance with statutory building and health and safety requirements.
- Experience of supporting capital works or refurbishment projects. (**Desirable**)
- An ability to outline specifications for repair and undertake risk assessments
- Knowledge of property compliance requirements including fire safety, asbestos, legionella, gas and electrical safety.
- Understanding of sustainability, energy management and environmental initiatives.

Skills

- Strong organisational and planning skills with the ability to manage competing priorities.
- Ability to identify and resolve operational and facilities-related issues effectively.
- Strong communication and interpersonal skills with the ability to build effective relationships at all levels.
- Competent in the use of Microsoft Office and facilities management systems

Personal Attributes

- High levels of personal integrity, professionalism and accountability.
- Ability to work flexibly and respond effectively to emergencies and operational requirements.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to collaborative working



ROLE EXPECTATIONS

Detailed below are the main professional requirements expected of all support staff at Francis Holland:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to be responsive to the needs of individual girls and to liaise with the Special Needs coordinator and other staff with specific requirements when necessary;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development;
- to keep up to date with subject and professional developments;
- to be willing to participate in relevant INSET;
- to participate in staff appraisal;
- to undertake continuing professional development;
- to take appropriate educational visits;
- to support/contribute to extra-curricular activities as may be reasonable;
- to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the School community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Senior Leadership Team (SLT).





STAFF BENEFITS

The school places great emphasis on professional development of its staff body through CPD programmes, INSET training and opportunities for upskilling and development into leadership roles. In addition, some of the staff benefits include:

- Wellbeing Scheme with Sparks – 24/7 virtual GP consultations
- WellHub (gym discounts)
- Employee Assistance Programme – 24/7 access to online counselling
- Cycle to Work Scheme
- Life Cover
- Free eye tests, and annual flu vaccine
- Long service awards
- Free school lunch during term time
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts with Benefiz
- Generous pension scheme with Aviva: support staff contribute a default 3% with a 13.5% employer contribution.
- Enhanced Maternity and Paternity Pay
- 50% school fee remission for own daughters



APPLICATION

Interested candidates are invited to submit an application via My New Term.

The closing date for applications is 8am on 30 November 2026. Longlist online interviews will take place on **Friday 4 December 2026**. Early applications are encouraged, applications will be considered as they are received. Interviews may occur at any stage after applications are received, and the school reserves the right to appoint at any stage. For queries regarding this position or its application, please email the People Team on careers@fhst.org.uk

We recognise that applicants may use AI tools to help improve the presentation, structure, grammar or clarity of their application. This is entirely acceptable. However, all information provided, including qualifications, experience, achievements and examples, must be accurate, truthful and reflect your own knowledge, skills and experience. We are interested in understanding the real person behind the application, so please ensure that your application genuinely represents you and your capabilities.

Commitment to Diversity
FHS champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves working within the school on a day-to-day basis with regular and frequent opportunity for contact with children and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

