



# WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

Academic Year 2025/2026

Dear Colleague

## FACILITIES OFFICER

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where our students make excellent progress. OFSTED graded the school in March 2025 as Outstanding in all areas and commented "Pupils achieve particularly well at this school due to the ambitious curriculum provided. Pupils are highly engaged and focused in lessons. A clear sense of care resonates through this truly inclusive school."

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached job description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

**We reserve the right to interview early for this post should a suitable candidate apply**

I look forward to hearing from you.

Yours sincerely

James Rebbitt  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## FACILITIES OFFICER

Scale G10 - £46,563 per annum

36 hours per week, full-time (52-weeks)

Monday – Friday – 30-minute unpaid lunch break

### Responsible to:

School Business Manager

### Role Purpose:

To be accountable to the Headteacher, Business Manager and Governing Body of Whitmore High School for the effective and operational oversight of the school facilities, internal building, external grounds, while ensuring Health and Safety legislative compliance.

Be proactive to lead the day-to-day management of the school's premises and estate, while managing the school's site team. To make significant contributions to the development and achievement of the school's plans, future refurbishment projects, targets and specifically leading and advising on Health and Safety and Facilities Management. The post holder will manage the site team and external contractors, ensuring the school environment is safe, secure and compliant for students, staff and visitors.

### Job Description:

#### Leadership & Management

- Working closely with the Business Manager to effectively ensure the school premises are managed and maintained.
- Line manage site staff, including performance management and training.
- Motivate and work with premises team, setting clear expectations and promoting a culture of excellence and accountability.
- Ensure all school premises policies (including procurement) are implemented correctly and efficiently.
- Manage and retain external contractors on both an ongoing and ad hoc basis, ensuring high quality service delivery.
- Promote best practice, professionalism, and continuous improvement across all premises areas.

#### Estate & Facilities Management

- Ensure the school site and grounds are clean, tidy, safe and well maintained at all times.
- Oversee maintenance of indoor and outdoor spaces, including school egresses, paths and recreational areas, ensuring safe use for staff, students, visitors, and sporting activities
- Procure, manage and supervise the estate facilities and related contractors.
- Implement and manage a mechanical plant asset register.
- Implement and embed the Estates Strategy in line with national guidance and school priorities.
- Implement and operate a premises job management system and site team calendar.
- Monitor cleaning contractor to ensure specification is met and school premises are kept in an exemplary condition.

#### Repairs, Maintenance & Porterage

- Maintaining the schools Planned Preventative Maintenance (PPM) database of external contractors and their schedule of visits.
- Maintain high quality maintenance records and ensure timely follow up on identified reports and actions.
- Ensure all contractors:
- Work to high standards
- Comply with safeguarding and health & safety requirements on site.
- Provide required documentation, permits and reports.



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## Health & Safety, Risk & Compliance

- Lead on the management of Health & Safety, statutory compliance and regulatory obligations across the school site.
- Promote a strong culture of risk awareness, safe working and compliance across the school and premises team.
- Continually identify, assess and mitigate risk, implementing and reviewing risk assessments.
- Maintain accurate compliance, health & safety and risk documentation and actively implement actions arising.
- Monitor and ensure that all staff and appropriately trained as per their job descriptions in Health & Safety.
- Develop & maintain an induction and training plan to ensure premises team are appropriately trained, qualified and competent.
- Liaise closely with the external contractors to ensure:
  - Statutory compliance and PPM requirements are being met.
  - Records are accurate, complete and shared appropriately.
  - Ensure smooth transition of compliance in line with DfE expectations.

## Security & Access Control

- Take responsibility for the overall security of the school site.
- Manage keys, access control systems and key holder arrangements.
- Oversee alarm systems, CCTV, intruder alarms and emergency evacuation systems.
- Manage security and alarm response site team and contractors.
- Support the planning and implementation of emergency procedures, including:
  - Fire evacuation
  - Lockdown procedures
  - Other incident responses

## Project & Capital Works Management

- Liaise and work closely with the Business Manager to oversee projects as required by the school.
- To manage and liaise with contractors delivering refurbishment or capital projects within the school.
- Ensure works are delivered safely and in line with:
  - Safeguarding requirements
  - Operational needs of the school
  - Health & safety standards

## Cover & Out of Hours Provision

- Manage rotas and shift arrangements to ensure appropriate site coverage, to oversee site team emergency callouts and act as key holder.
- Manage and ensure the site team are prepared and available for:
  - Exams
  - Open day/evening and parents' events
  - Performances
  - Community or private lettings

## Records, Procedures & Administration

- Maintain accurate, well organised records in line with statutory and best practice requirements e.g. (Enhanced DBS checks for contractors, RAMS, Public Liability Insurance)
- Develop and implement clear premises procedures to support safety and operational efficiency.
- Promote excellent record keeping standards within the premises team.



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- Maintain up to date records of contractors, contracts, compliance and asset data.

## **Budgets & Financial Management**

- Operate within agreed budgets and financial procedures.
- Demonstrate best value for money, economy, efficiency and effectiveness, cost control and savings for the school.
- Maximise efficiency through effective:
- Procurement and cost comparisons
- PPM planning monitoring
- Capital expenditure planning monitoring.
- Resource and asset management

## **Training & Professional Development**

- Demonstrate commitment to facilities management training, Safeguarding, First Aid and IT in line with expectations.
- Develop and maintain a training plan to ensure premises team are appropriately qualified and competent.

## **Reporting & Governance**

- Report on a day to day basis to the Business Manager
- Provide reports and updates as required to:
- Headteacher
- Senior Leadership Team
- Governing Body

## **Other duties and accountabilities**

- Undertake Health & Safety, IOSH, Safeguarding and First Aid training and any other relevant courses required by the school.
- Contribute to the overall ethos, work and aims of the school and the practice of safeguarding all young people.
- Respect the confidentiality of all information relating to students, staff and their families.
- Undertake such other duties commensurate with the post.

## **Person Specification:**

### **The person appointed will:**

- Have qualifications or experience relevant to the role as follows:  
*Desirable Qualifications* - Health and Safety certificate (IOSH/ NEBOSH) or other qualifications in facilities management or related area e.g. Professional Certificate in Managing Health and Safety in School Facilities, membership of Facilities Management professional body (BIFM) or equivalent experience relevant to the role; training as required will be provided in post.  
*Essential qualifications* - GCSEs or equivalent at grade C/5 or above including Maths and English
- Experience of fulfilling health and safety, statutory compliance and safeguarding obligations (or a keen appreciation of the nature and importance of these matters)
- Experience of managing budgets, adhering to financial and operational procedures and procuring contracts
- Experience of managing staff
- Practical maintenance and/or engineering skills
- Practical understanding of maintenance and engineering matters



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- Experience of risk assessment
- Experience of project management
- Experience of working with a range of stakeholders in a service environment, ideally an education or child-centred environment
- General building/facilities management skills
- Believe in the vision, values and culture of the school;
- Ability to work with minimum guidance, proactively and with initiative
- Highly organised and with strong record-keeping skills
- Ability to use initiative and respond calmly in emergency or fast-moving situations
- Willingness to take responsibility for safety and security of building and to lead a response in emergency situations
- Recognition and understanding of value of policies and procedures
- Evidence where they have led a team where outcomes remained outstanding or improved under their leadership;
- Be a team player who is able to develop and sustain supportive working relationships with colleagues both within and outside the school;
- Evidence commitment to research based, reflective practice and how they have incorporated this into school improvement;
- Demonstrate commitment to their own professional development
- Be committed to the principles and practice of inclusion and equal opportunities for all
- Be committed to the principles and practice of safeguarding all young people

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