

St. Margaret Ward Catholic Academy

(part of the St. Gabriel the Archangel Catholic Multi Academy Trust)

Little Chell Lane, Tunstall
Stoke-on-Trent, ST6 6LZ
Tel: 01782 883000
e-mail: office @smwca.org.uk
NOR: 1143 (including 98 in the Sixth Form)



Facilities Manager

(Required as soon as possible)
37 hours per week
Level 8 – SCP 22 to 25

£33,704 to £36,367 (actual salary), starting point negotiable dependent upon experience

St Margaret Ward Catholic Academy is a very popular, oversubscribed and thriving school serving the Catholic community of the North of Stoke on Trent. The Academy has an impressive record of success, acknowledged in our inspection in September 2021 (full report on school/Ofsted website).

We require a Facilities Manager (whole year) to join our existing team as part of our succession planning. This role offers the opportunity to work alongside our current postholder, who will be retiring in the coming year, ensuring a smooth and supportive handover.

A key member of our team, we require our Facilities Manager to play an integral role in the maintenance and security of the school premises and site, ensuring a safe working environment for pupils, staff and visitors. Experience of working in a school environment would be preferred but absolutely not essential. There are a lot of transferrable skills from maintenance roles in other sectors.

The successful applicant will be enthusiastic, dedicated and flexible, be able to work well as a part of a team, with leadership and team management skills. Technical proficiency is essential, with problem solving and decision making abilities. It is also essential that you are able to communicate effectively with a wide range of people including teaching staff and students.

Duties and responsibilities will include but not limited to:

- Responsibility for site security, including role of designated key holder
- Arranging general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security, including CCTV and alarms
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings and equipment
- Responsible for regular maintenance checks and follow up actions
- Responsible for contractors whilst on site and ensure work is completed to high standard
- Arrange tenders and quotes and manage the appointment of external contractors
- Purchase premises related equipment and supplies within agreed budget
- Undertake risk assessments, ensure compliance with all health and safety COSHH regulations
- Line manage other premises staff and cleaners
- Liaise with other school staff/departments on premises issues
- Provide advice on long term maintenance requirements to support a cost-effective budget

For more information, please see the job description and person specification.

The current post includes holidays which start at 28 days, rising to 33 days after 5 years' service, plus bank holidays. In addition to access to the Local Government Pension Scheme.

The Academy are committed to the safeguarding and welfare of children and young people and expects all of its employees to share this commitment. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous convictions. Shortlisted candidates will also be subject to an online check.

Application details and further information available on My New Term or by contacting Mrs K McGough (Academy Manager) on 01782 883037 or email kmcgough@smwca.org.uk

Closing date: Monday 23rd February 2026 (noon)