



**STRATFORD GIRLS'
GRAMMAR SCHOOL**

STRATFORD-UPON-AVON

Shaping Futures

Facilities Manager

Full time, Permanent

37 hours per week, specific hours can be discussed at interview

Point 26 - £37,280 - £38,510 (pay award pending)

The School

At Stratford Girls' Grammar School, academic achievement goes hand in hand with a warm, inclusive community and a shared commitment to shaping futures. We are more than a school; we are a place where staff are valued and we promote and support staff wellbeing. As such, we benefit from a great stability of our staff.

Why SGGS?

We are a highly successful selective academy for students aged 11–18, with 853 learners who bring energy, curiosity, and ambition to every lesson. Our diverse intake from south Coventry, Banbury, Solihull, and Pershore creates a vibrant learning environment that celebrates individuality and fosters collaboration.

Outstanding in every sense

Our reputation speaks for itself. Ofsted judged us 'Outstanding' in November 2022, recognising not only our exceptional academic standards but also the personal development and wellbeing of our students. Results are consistently impressive:

GCSE:	86% grades 9–7
A-level:	82% grades A*–B
Progress 8:	+1.07

Our students progress to the most competitive destinations, including Oxbridge, degree-level apprenticeships, and careers in Medicine, Dentistry, and Veterinary Science; which is testament to the quality of teaching and support they receive.

A School that invests in You

We continually invest in our facilities and digital infrastructure:

£3.5m Hargreaves building with sports hall, fitness suite, drama studio, and classrooms

£1.5m extension with six new classrooms and a modern library

Refurbished science labs and upgraded historic Manor House

A forward-thinking Digital Strategy with interactive screens, and Microsoft 365 integration to streamline teaching and administration

A Beautiful Place to Work

The school is located in the small village of Shutterly on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shutterly Manor, a fifteenth century manor

house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

A Culture of Support and Growth

At SGGS, you'll join a team that values collaboration, creativity, and professional development. Our pastoral care is exceptional, our parents are highly supportive (97% would recommend us), while our Governing Body is engaged and forward-looking.

If we sound of interest, further details about the school can be found on our current website (www.sggs.org.uk) and our Instagram ([@sggslife](https://www.instagram.com/sggslife)).

The Post

We are seeking to appoint a Facilities Manager to play a central role in the safe, effective and efficient running of our school site. This is an exciting opportunity for someone who enjoys both the practical and management sides of facilities management: leading day-to-day site team operations, supporting health and safety compliance, managing contractors and budgets, and helping to ensure that our buildings, grounds and resources provide the best possible environment for students, staff and visitors.

Our site brings together a distinctive mix of historic and modern buildings, from the Manor House and central lawn to more recent specialist teaching and sports facilities. Managing that estate is varied, interesting and important work. The successful candidate will take responsibility for ensuring that maintenance, compliance, security, cleaning, servicing and site development are well planned, well organised and delivered to a high standard, working closely with the Business Manager, senior leaders, the Site Team, cleaning staff and external contractors.

We are looking for someone with relevant facilities, site or estates experience, strong organisational skills, sound judgement and a positive, practical approach. Just as importantly, we are looking for a person who can lead and support others, build good working relationships across the school community, and take pride in making a visible difference to the daily life of the school. This is a rewarding role in a supportive environment, and we warmly encourage prospective candidates to apply.

The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions with regard to this vacancy or wish to visit the school, please contact Clare Webster, Business Manager, in the first instance on 01789 293759 or at info@sggs.org.uk.

Application deadline: Wednesday 2nd September 2026 at 10am

Interviews will be held: week commencing 7th September 2026

Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.

- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

Safeguarding

The personal safety, emotional well-being and social development of students at SGGS is at the heart of our school ethos. Sustaining a vigilant culture of safeguarding awareness across the school, with clearly understood and defined systems for raising concerns, is of paramount importance and underpins all professional conduct and practice. All associate and teaching staff are regularly trained and empowered to deploy their professional curiosity and are tasked with adopting a 'it could happen here' approach to any concerning presentation by a student or member of staff manifest in school.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. We advise you that in accordance with KCSIE 2025 requirements, we will carry out online searches on all shortlisted candidates.

Privacy Notice

Information about how we handle your data can be found [here](#).

The Job Description

Line of responsibility

The premises manager will be directly responsible to the Business Manager and will line manage the Site Manager, Assistant Site Manager, Mid-day supervisor and in-house cleaning team.

Job purpose

The Facilities Manager is responsible for:

- The management of all aspects of the School's estate and Site team.
- The co-ordination and monitoring of health and safety and facilities compliance ensuring that statutory and legislative regulations are followed and adhered to throughout the school.
- The line management of all premises and in-house cleaning staff, including their induction, training and appraisal.
- Managing and monitoring relevant budgets ensuring best value principles are followed where possible.
- Supporting and contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher or Business Manager.

Job specification

Operational	• To provide of effective and efficient management of the site team, school buildings, facilities, grounds, fabric, furnishings and other physical assets of the school to maximise their effectiveness as an environment conducive to learning and to provide a clean, healthy and safe environment for users of the premises, grounds and equipment. • To manage all facilities related contracts and services including the reporting and budget management always ensuring best value, such as outsourced cleaning, grounds maintenance, refuse collection, sanitary bins, shredding service. • To ensure compliance with relevant legal and statutory health & safety matters within the work undertaken by the site team. • To act as a key-holder, able to open and lock up when necessary and liaise with the site manager regarding control of the site keys, and routine and non-routine opening. • To organise and manage a programme of routine maintenance, re-decoration and servicing ensuring that the school's financial procedures and tender requirements are observed. • To ensure that all emergency maintenance is carried out promptly engaging trade skills/contractors when necessary. • To manage, report on, arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work, delegating to the Site Manager where appropriate. • To prepare and update a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, and ensuring best value.
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- To work closely with the Site Team to ensure a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc.
- To be responsible for the correct maintenance and operation of the lifts and automatic doors around the site, including liaison with the relevant contractors to ensure that the lifts/doors are working effectively to meet the needs of all our students, staff and others.
- To maintain an up-to-date location plan of all turn valves and switches for utilities.
- To maintain and implement an annual maintenance plan which identifies and schedules service contracts and long-term non-recurring, short term cyclical and preventative work.
- To draw up and maintain a premises development plan, in discussion with the Site Manager and Business Manager, which prioritises the work required and the associated costs.
- To liaise with architects and surveyors and assist in the preparation of outline specifications for alterations and improvements to the buildings.
- To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health.
- To ensure that portable appliance testing is carried out regularly engaging trade skills/contractors when necessary.
- To ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- To ensure that all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring systems and rotas. Managing both the internal cleaning team and the external contractors.
- To appoint and ensure the coordination of outside contractors regarding quotations, work agreed, and access to premises, for both new projects and regular servicing requirements.
- To assist the Business Manager with any Facilities related insurance claims.
- With the Site Manager, to be responsible for the security of the site and grounds, including liaising with other stakeholders in respect of arrangements for safeguarding in accordance with school policies and procedures.
- To support the Events and Operations Co-Ordinator with the management of lettings and site team requirements for events, providing cover in their absence.
- To co-ordinate car parking facilities on the school site.
- To manage the school minibus ensuring all relevant safety checks, permits and maintenance are up to date.
- To ensure that all minibus-user licensing requirements are met, including the organisation of tests, checking licenses and keeping records.
- To report any breaches of security immediately and ensure that any resultant damage is remedied properly and promptly.
- To investigate and implement wherever possible ecological environment friendly solutions and systems, working with the School's Eco Committee where required.

	• To lead on and continually develop the campus elements of the school's Sustainability Action Plan • To ensure that the required documentation in respect of the reporting of incidents, including accidents, is completed. • To co-ordinate the evacuation and search of the school premises as required, liaising with the Headteacher and Business Manager at all times. • To arrange and maintain the school's first aid register and ensure that first aid equipment and supplies are correctly maintained and readily available. • To advise the Business Manager of first aid staffing requirements, including the duration of the school's first aiders' certification, arranging training courses where necessary. • To ensure that the school's procedures for the administering of medication to students are followed and that the required documentation is completed.
Health & Safety	• To oversee and ensure the management and development of Health and Safety as the school's senior Health and Safety Officer. • To prepare and implement health and safety strategies and develop preventative and remedial internal policies and procedures which promote health and safety and safe working practices. • With the Site Manager, to carry out regular site inspections and audits, to ensure policies, procedures and requirements are being properly implemented and to carry out accident investigations on site and produce any necessary reports and recommendations. • To be responsible for the practical and operational implementation, monitoring, review and updating of health and safety policies and procedures including risk assessments to ensure full and continual compliance with relevant statutory health and safety legislation and regulations. • To ensure that all required risk assessments are carried out and completed, and that action is taken where necessary. • To ensure that appropriate signs and notices are displayed. • To provide practical guidance, advice and support on all health and safety matters, relevant to the operations of the school, to all members of staff as may be necessary from time-to-time to ensure legislative compliance. • To undertake Health & Safety inductions for all new staff and, with the Business Manager, provide training updates for all staff. • To maintain and upkeep all health and safety records. • To be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the academy for the maintenance, operation, and upkeep of the fire alarm system. • To carry out regular safety inspections of all site buildings, plant & equipment • To ensure that all site staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported in line with school procedures. • To undertake any reasonable activity regarding Health and Safety for example but not limited to legionella testing and emergency lighting testing.

	• To be responsible for liaising with contractors, regulatory authorities, and other external agencies as directed by the school business manager. • To attend safety committee meetings and represent the school on any other associated committees within the remit of the role. • To advise and assist the Site Manager with matters of site-related health, safety, and welfare. • To produce appropriate reports for governors and senior leaders and information for staff when required.
Personnel	• To line manage the site team, mid-day supervisor(s) and in-house cleaning team. • To ensure required safeguarding checks have been completed as per school policies and procedures before engaging contractors, informing the Business Manager of any concerns. • To identify the training needs of premises staff, including the cleaning team, and organise appropriate development opportunities. • To complete appraisals for site, mid-day and cleaning staff, including the setting of appropriate targets. • To maintain attendance and training records for site, mid-day and cleaning staff. • To be involved in the recruitment of site, mid-day and cleaning staff when required. • To deal with any disciplinary issues as required in accordance with school procedures and policies and as directed by the Business Manager. • To organise and monitor site, mid-day and cleaning staff workloads and shifts, including cover for absences and delegating tasks appropriately.
Administrative / financial	• To understand and follow the DfE's Good Estate Management for Schools guidance, keeping the records required. • To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines. • To prepare information, statistics and reports as required by the Business Manager, the Headteacher and the Governing Board. • To undertake responsibility for administration and record keeping relating to all areas within the Facilities remit. • To monitor the use of energy and water and to implement energy- saving strategies where possible. • To ensure compliance with data protection regulations in all facilities related matters. • To maintain up-to-date records of the school's assets. • To manage, monitor and review relevant budgets ensuring best value principles are followed where possible. • To ensure that financial procedures and activities are carried out in accordance with school policies and procedures, such as taking meter readings, placing purchase orders, and monitoring expenditure.

	• To negotiate service contracts and effect tendering for areas of responsibility, ensuring necessary checks and documentation are obtained, including HMRC requirements. • With the Business Manager, to prepare and submit applications for additional grants whenever possible, providing information as required.
General	• To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty. • On occasion, to work outside of normal school working hours for extended school status activities, lettings, school events, and emergencies as required. • To participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details, and completing necessary documentation. • To arrange and give training sessions to staff to ensure that they are aware of associated procedures and regulations. • To attend training sessions and meetings as required, including governors' sub-committee meetings if required. • To undertake first aid training and responsibilities as required. • To seek, consider, and act upon professional support and advice as required. • To keep up-to-date with relevant legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff. • To support the Headteacher and Business Manager in advising the Governing Board and its committees as appropriate and when required.

The Person Specification

Essential	Desirable	Evidence
Qualifications and experience		
• Appropriate qualification/s and/or significant experience in the field. • Evidence of facilities management experience to support the day-to-day operation of an establishment/company within financial constraints. • Experience of working with contractors and negotiating contracts to requirements. • Experience of managing health and safety.	• Further or higher education qualifications in related field/s. • A relevant qualification such as the National Examination Board in Occupational Safety and Health (NEBOSH). • Working in a school or similar public/educational establishment. • Evidence of effective leadership and line-management of staff including a team. • Experience of managing site projects and change.	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills		
• Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to improve own practice/knowledge through self-evaluation and learning from others. • Good verbal and written communication skills appropriate to the need to communicate effectively.	• Ability to lead on in-house training including risk management. • Knowledge and prior use of the iAmCompliant Facilities Management software package. • Ability to transfer legal requirements into effective long term and short term strategies.	Application form Letter of application References Interviews

Essential	Desirable	Evidence
• Proficiency in office-based IT packages including word-processing, spreadsheets and willingness to undertake further training in this area when required. • Good standard of numeracy and literacy skills. • Ability to absorb and understand a wide range of information and deal with confidential issues appropriately. • Ability to manage and monitor a budget, and provide required reports. • Working knowledge of relevant health and safety legislation covering areas such as COSHH, construction (CDM), management of health and safety, manual handling, fire safety. • Ensure an up-to-date knowledge of new legislation and maintain a working knowledge of all health and safety executive legislation and developments applicable to the school. • Ability to assess and make recommendations. • Awareness of the regulatory bodies.		
Personal qualities		
• Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with line manager and senior leadership team (SLT).		Application form Letter of application References Interviews

Essential	Desirable	Evidence
• Ability to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Ability to work evening and weekends if required and attend out of hours emergencies. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community.		

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.