**JOB DESCRIPTION**

**FACILITIES MANAGER**

**Location:** Multi-site (3 school sites)
**Reports to:** Chief Financial and Operational Officer (CFOO)

**Salary:** £43,278 to £52,804 (depending on experience)

**Job Purpose**

The Facilities Manager is responsible for ensuring the safe, efficient, and compliant operation of all school facilities at The Southover Partnership across three sites. This role provides both strategic and day-to-day leadership in managing buildings, grounds, and site services, supporting the creation of a high-quality learning environment for pupils and staff.

The post holder will oversee maintenance, health and safety, security, and sustainability, ensuring that all aspects of the school’s physical environment are effectively managed. In doing so, they will support the school’s operational and educational goals, contributing to a safe, welcoming, and well-maintained environment across all sites.

**Job Specification**

**Facilities Management**

* Act as the Health and Safety Responsible Person for The Southover Partnership, leading on H&S, ensuring legislative compliance.
* Oversee the day-to-day operations of all three school sites, ensuring they are safe, secure, and well-maintained.
* Effectively co-ordinate site services to ensure the smooth running of the School. This includes managing external contractors and suppliers on site.
* Oversee the work of the School Care-taker in respect of Facilities Management, H&S matters ensuring action is implemented, as appropriate.
* Develop and implement a planned preventative maintenance schedule.
* Manage emergency repairs and respond promptly to site issues.
* Ensure all facilities comply with health, safety, and environmental regulations.
* Formulate, monitor, implement and review the school’s Health and Safety policy.
* Lead minor capital works and refurbishment projects.
* Liaise with leadership on strategic site development.
* Ensure the daily opening and secure closing of all three school sites. This will require your physical presence at least one location every day to maintain site security and readiness.
* Ensure regular checks of buildings and grounds and agree with the Care Taker the necessary maintenance, repair, and renovation of buildings, furniture, and fittings in accordance with budgetary provision.
* Carry out minor repairs and maintenance tasks to reduce reliance on external contractors and support cost-effective site management.

**Line Management**

* Line manage the caretaker, providing clear direction, support, and performance management.
* Allocate tasks and monitor completion to ensure high standards across all sites.
* Support the professional development of the caretaker and promote a culture of accountability and pride in the school environment.
* Supervise third party contractors (cleaners, etc.).

**Health & Safety**

* Act as the school’s Health & Safety Officer for premises-related matters.
* Conduct regular site inspections and risk assessments.
* Maintain accurate records of statutory checks (e.g. fire safety, water hygiene, asbestos).
* Ensure all sites meet statutory health and safety requirements.

**Contractor & Supplier Management**

* Liaise with external contractors for specialist works and ensure quality and compliance.
* Manage service contracts (e.g. cleaning, waste, security) and monitor performance.
* Ensure value for money and adherence to procurement policies.

**Security & Access**

* Oversee site security, including access control, alarm systems, and keyholder responsibilities.
* Coordinate site access for lettings, events, and out-of-hours activities.
* Maintain site security systems and protocols.
* Manage access control and emergency procedures.

**Budget & Resource Management**

* Monitor facilities budgets and contribute to financial planning.
* Maintain inventories of equipment and supplies.
* Ensure cost-effective use of resources and energy efficiency.

**Compliance & Record Keeping**

* Maintain accurate records of inspections, servicing, and compliance using SmartLog
* Ensure readiness for audits and inspections

**Accountability**

* Assist the CFOO by providing information, advice and support to the Trustees to enable them to meet their responsibilities.
* Be accountable for agreed areas of responsibility.
* Create and maintain an effective partnership with all stakeholders to support and improve the school.
* Take on any other duties commensurate with the role which support the aims of the school and purpose of the post.

**Other duties and accountabilities:**

* Attend relevant CPD courses to enhance knowledge and to place the school in a position to be foremost in current legislation.
* Contribute to the overall ethos, work and aims of the school.
* Respect the confidentiality of all information relating to pupils, staff, and their families.
* Undertake such other duties commensurate with the post.

All duties are subject to periodic review and job descriptions can change according to the needs of the school.

**Signature and name of post holder** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature and name of Executive Headteacher** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date job description agreed:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_