

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Facilities Manager	Location	Ellis Guilford School
Salary	Scale point H, £40,777 to £45,091	Hours	37 hours per week, shift pattern between 5:30am - 8:00pm. 52 weeks per year
Department	Facilities	Reports To	Regional Facilities Manager

JOB PURPOSE:

To lead the operational management of the school's facilities, ensuring a safe, secure, compliant, and well-maintained environment that enables high-quality education and supports child success, upholding the school's values of Ambition, Integrity and Respect at all times.

The Facilities Manager will be responsible for site operations, compliance, resource management, and sustainability. The role ensures the effective management of day-to-day site operations, supporting long-term asset performance, energy efficiency, and value for money.

The Facilities Manager will need to work closely with the Principal and Senior Leadership Team, alongside all other stakeholders, to operate as a leader within the school.

KEY RESPONSIBILITIES AND DUTIES:

Site Management

- Strategic oversight of buildings and grounds to ensure a safe, inspiring, and inclusive learning environment.
- Coordination of planned and reactive maintenance tasks that support high standards of presentation and functionality.
- Maintain accurate estate records using compliance and asset systems (e.g. Smartlog, HALO).
- Manage and support with the school's Health and Safety policy, including the schools risk assessment process. Manage the process of investigating and reporting accidents occasioned on school property.
- Contribute to the development and delivery of the academy's estate management plan.
- Maintain oversight of the building condition data and support the Regional Facilities Manager in prioritisation of capital works and lifecycle replacement.
- Safe use and secure storage of tools, equipment, and machinery in line with health and safety expectations.
- Operation and monitoring of Building Management Systems (BMS) to optimise energy efficiency and comfort.
- Seasonal site tasks including snow/ice clearance and jet washing to maintain accessibility and safety.
- Procure, manage and monitor contractors and suppliers to deliver timely, cost-effective repairs and improvements.
- Support delivery of capital projects and planned works, ensuring completion to time, cost and quality standards.
- Support the Trust to develop capital bids and improvement grants that enhance the learning environment.

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Cleaning & Hygiene

- Line management of cleaning staff to ensure consistently high standards of hygiene across the site.
- Rapid response to emergency cleaning needs (e.g. spillages, graffiti) to minimise disruption to learning.
- Stock control of cleaning supplies and compliance with COSHH regulations to ensure safe and effective operations.

Energy Management & Sustainability

- Lead on site-level energy management, monitoring consumption and identifying efficiency improvements.
- Support delivery of the Trust's sustainability and climate action objectives, including carbon reduction initiatives.
- Contribute to site-led sustainability and environmental initiatives (e.g. waste, water and energy reduction).

Security

- Management of CCTV, access control, and alarm systems to ensure a secure and welcoming site.
- Coordination of site locking/unlocking and emergency callouts to maintain operational readiness.
- Supervision of out-of-hours events and lettings in line with safeguarding and site protocols.
- Ensuring site safety and reporting breaches in accordance with academy procedures.

Health & Safety Compliance

- Lead on statutory checks including fire safety, Legionella, asbestos, and PAT testing.
- Conduct and review risk assessments and emergency plans to ensure a proactive safety culture.
- Maintain compliance records and liaise with auditors and external agencies as required.
- Ensure staff follow safe working practices and wear appropriate PPE at all times.

Contractor & Visitor Coordination

- Granting access and briefing contractors in line with safeguarding and site protocols.
- Supervising contractors and deliveries to ensure safe and efficient operations.
- Ensuring compliance with site safety protocols and visitor procedures.

Porterage & Logistics

- Overseeing furniture and equipment moves and room setups to support academy operations.
- Receiving deliveries and storing appropriately to maintain order and accessibility.
- Supporting lettings and school functions to ensure smooth and professional delivery.

Minibus Management

- Ensuring the academy minibus is roadworthy, insured, and appropriately licensed.
- Monitoring adherence to usage and maintenance policies to ensure safe transport provision.

Team Leadership & Flexibility

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- Line management of site staff, setting clear performance targets and promoting professional development.
- Coordination of rotas for holidays, emergencies, and out-of-hours cover to ensure consistent site support.
- Promotion of CPD and staff development in line with the school's values and Creative Education Trust values.
- Work flexibly to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.
- Willingness to adapt to changing needs and undertake other duties as directed by academy leadership.
- Support the school's duty rota, including before and after school, as well as break and lunchtime supervision, as required.
- Contribute to and support the delivery of the form tutor programme, as required.
- Actively promote and uphold the school's values, expectations, and positive culture at all times.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSEs in English and Maths (Grade C/4 or equivalent) • IOSH/NEBOSH qualification or a commitment to working towards it. • Full UK driving licence 	<ul style="list-style-type: none"> • D1 Minibus entitlement • First Aid certificate • Property or building management qualification • Membership of a relevant professional body
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience managing staff and contractors within a facilities or estates environment. • Confident in budget and resource management. • Experience overseeing site operations in an educational setting. 	<ul style="list-style-type: none"> • Experience leading an estates team. • Project management experience. • First Aid experience.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Strong understanding of health and safety legislation, Building Regulations 2010, CDM Regulations 2015 and statutory compliance requirements. • Confident in conducting risk assessments and contributing to emergency planning. • Knowledge of building repair, refurbishment, and maintenance practices. • Understanding of safeguarding responsibilities and compliance within a school setting. 	<ul style="list-style-type: none"> • Awareness of energy conservation and sustainability – desirable. • Understanding of school operational environments. • Experience using management information systems. • Practical DIY skills (e.g. plumbing, carpentry, decorating). • Knowledge of DfE Good Estate Management for Schools (GEMS)

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	<ul style="list-style-type: none"> Familiarity with Building Management Systems and compliance platforms (e.g. SmartLog). 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Proficient in Microsoft Office and basic ICT tools. Reliable, flexible, and proactive in responding to the needs of the academy. Excellent people management and interpersonal skills, fostering a collaborative team culture. Strong organisational and planning abilities to support smooth day-to-day operations. Effective communicator, both verbally and in writing. Physically fit and capable of meeting the demands of a hands-on role. Calm under pressure, with a detail-oriented and methodical approach. Able to work independently and lead by example, modelling professionalism and integrity. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> Empowering Ambition: Supporting personal growth, innovation and high performance. Championing Equity: Promoting fairness, inclusion and high expectations for every child. Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, child welfare, equality and diversity.	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice.	
OTHER REQUIREMENTS	High expectations for every child and a proven track record of making a difference to the learning and experiences of children inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.

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The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

