



**Farney Educational Trust,
Bolney Court, Bolney, West Sussex, RH17 5RD
Job Description (v2)**

Job Title: Facilities Manager

Reports to: School Business Manager

Responsible For

Premises Team including maintenance and cleaning teams, cleaning contractor, Grounds Maintenance Contractors, Security Providers, Facilities Contractors and External Contractors.

Contract

Permanent, 37 hours a week, 25 days leave, per annum, plus Bank Holidays.

Job Purpose

The **Facilities Manager** will provide strategic and operational leadership for the school's estate, facilities, health and safety compliance, and support services. The postholder will ensure that the school's buildings, grounds, infrastructure, and facilities services are safe, compliant, efficient, and fully capable of supporting outstanding educational provision for pupils with Special Educational Needs and Disabilities (SEND).

The role requires a highly competent, hands-on manager with significant expertise in Health & Safety, facilities management, project delivery, and contractor management. The postholder will direct day-to-day facilities operations, manage budgets and capital projects, oversee statutory compliance, and actively contribute to the school's long-term strategic development.

The Facilities Manager has an assistant to undertake the administration connected to this role.

Both Strategic and operational Estates & Facilities Management

- **Strategy Implementation:** Develop, implement, and periodically review the school's Estates and Facilities Strategy to ensure long-term site viability.
- **Executive Advisory:** Advise the Senior Leadership Team (SLT) and Governors/Trustees on estates, facilities, and Health & Safety matters; attend governor meetings when required to present operational updates.
- **Team Oversight:** Line-manage a core team of **four employees**, establishing daily tasks, clear performance milestones, and open lines of communication.
- **Asset Planning:** Lead long-term estate planning, asset management, and capital investment programmes, keeping a physical, up-to-date asset register.
- **Lifecycle Programming:** Develop and execute lifecycle replacement plans for buildings, plant, and equipment to prevent unexpected operational downtime.
- **Efficiency Initiatives:** Identify and execute physical opportunities to improve operational efficiency, environmental sustainability, and value for money (e.g., modernising lighting, insulation, and heating controls).
- **Governance Reporting:** Produce regular, data-driven reports and performance metrics for senior leaders and Governors/Trustees.

Daily Facilities Management & Operations

Lead, manage, and actively participate in all day-to-day facilities functions, including:

- **Building Maintenance:** Coordinate and execute planned preventative maintenance (PPM) alongside reactive repairs; troubleshoot minor plumbing, electrical, and fabric fixes firsthand.
- **Cleaning Services:** Oversee internal cleaning teams or external contractors to ensure deep cleaning schedules, hygiene standards, and daily classroom turnarounds are strictly met.
- **Grounds Maintenance:** Manage landscaping, sports field marking, weed control, and general site tidiness; lead severe weather responses including early-morning snow clearing and gritting.
- **Waste Management:** Administer general, recyclable, clinical, and hazardous waste disposal contracts; optimise bin storage areas for safety and cleanliness.
- **Security & Access:** Act as the primary keyholder; manage daily site lock-up/unlock routines, intruder alarm configurations, CCTV monitoring, and visitor access control.
- **Utilities & Energy:** Monitor automated building management systems (BMS); take regular meter readings, track consumption anomalies, and adjust heating schedules according to school term dates.
- **Site Logistics:** Oversee school traffic management, pick-up/drop-off zone safety, internal portage, and the setup/take-down of furniture for exams, assemblies, and evening events.
- **Business Continuity:** Maintain and periodically test the school's emergency preparedness plans, ensuring utility isolation points are clearly mapped and accessible.

Statutory Compliance & Health & Safety

Ensure strict management of all statutory inspections and keep documentation completely audit-ready:

- **Fire Safety:** Act as the designated coordinator for Fire Risk Assessments (FRA); conduct weekly fire alarm tests, monthly emergency lighting checks, and maintain all fire doors and escape paths.

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- **Electrical & Gas Safety:** Schedule and log periodic Electrical Installation Condition Reports (EICR), annual Portable Appliance Testing (PAT), and statutory gas safety inspections.
- **Water Hygiene:** Implement daily, weekly, and monthly flushing, temperature logging, and sampling regimes to achieve full Legionella management compliance.
- **Hazardous Materials:** Maintain an up-to-date Asbestos Management Plan and register; oversee localized Control of Substances Hazardous to Health ([COSHH regulations](#)) assessments for cleaning and maintenance products.
- **Specialist Equipment:** Coordinate statutory inspections for lifts and hoists under LOLER regulations, pressure systems, and security networks.
- **Audits & Surveys:** Conduct routine building condition surveys and ensure physical accessibility compliance (e.g., ramps, lifts, and automated doors) aligns with legal standards.

Team Leadership, Rotas & Development

- **Team Guidance:** Provide strong operational leadership to the Facilities Team, balancing deskless field tasks with formal coordination.
- **Talent Management:** Recruit, onboard, develop, and retain high-performing operational staff.
- **Appraisals:** Conduct regular one-on-one supervision sessions, annual appraisals, and clear performance reviews.
- **Competency Frameworks:** Map out individual training plans, ensuring team members hold mandatory certifications (e.g., IOSH, manual handling, working at heights, asbestos awareness).
- **Rota Coordination:** Manage flexible staffing rotas, annual leave tracking, and emergency weekend/evening on-call cover to guarantee unbroken site presence.
- **Workplace Culture:** Foster a hands-on culture of professionalism, absolute accountability, and continuous site improvement.

Project Management

Working in conjunction with the SLT, lead, deliver, and physically supervise estates and facilities projects including building refurbishments, SEND environment improvements, security upgrades, sustainability projects, energy efficiency initiatives, and accessibility improvements:

- **Planning & Delivery:** Map out project scopes, create strict operational timelines, and manage execution from initial brief to physical handover.
- **Budget & Value:** Establish realistic project budgets and track spending line-by-line to prevent overruns.
- **Tendering:** Prepare comprehensive technical specifications, tender documentation, and evaluate incoming bids rigorously.
- **Contractor Selection:** Select qualified contractors and provide on-site coordination to ensure works do not disrupt daily educational schedules.
- **Stakeholder Communication:** Maintain open lines of communication with the SLT, teaching staff, and external partners regarding project progress and temporary room reallocations.
- **Risk & CDM Compliance:** Identify project delivery risks early, implement mitigation plans, and ensure all works strictly comply with Construction (Design and Management) Regulations ([CDM 2015](#)).

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Contractor & Procurement Management

- **Financial Procurement:** Execute all purchasing and procurement activities in strict accordance with school financial regulations and internal sign-off thresholds.
- **Quotation Sourcing:** Obtain competitive quotations, draft tender documents, and negotiate commercial terms to achieve maximum value for money.
- **SLA Enforcement:** Actively manage contractor performance against Service Level Agreements (SLAs), addressing service deficits immediately.
- **Safeguarding Compliance:** Ensure all contractors comply with strict school safeguarding rules, including verified Disclosure and Barring Service (DBS) checks and supervised site access.
- **RAMS Review:** Request, review, and challenge contractors' Risk Assessments and Method Statements (RAMS) before permitting any work to begin on site.
- **Permit-to-Work:** Operate and log robust Permit-to-Work systems for high-risk activities, including hot works, confined spaces, and working at heights.

Financial Management

- **Budget Formulation:** Assist the Business Manager in preparing and managing the annual Estates and Facilities operational and capital budgets.
- **Maintenance Planning:** Develop, cost, and monitor annual maintenance and refurbishment plans, prioritising critical works.
- **Cost Forecasting:** Monitor day-to-day expenditure, process purchase orders, approve invoices, and accurately forecast future financial costs.
- **Efficiency Savings:** Analyse operational outgoings (e.g., utility bills, supply costs) to identify practical opportunities for efficiency and cost reduction.
- **Strategic Planning:** Provide long-term cost estimations to support strategic financial planning for future estate expansion or development.

Security, Safeguarding & Business Continuity

- **Site Security Leadership:** Lead all physical security arrangements across the estate, ensuring boundaries are intact and access points are controlled.
- **System Admin:** Program and manage the school's digital access control systems, visitor logs, and CCTV cameras, ensuring optimal coverage and footage retrieval capability.
- **Safeguarding Support:** Support the school's safeguarding culture by physically maintaining a secure site environment that prevents unauthorized access.
- **Emergency Procedures:** Draft, update, and practice emergency response procedures (e.g., school lockdown, utility failures, structural damage).
- **Business Continuity:** Maintain the estates-specific business continuity plan; coordinate rapid, hands-on responses to emergencies to minimize downtime and protect school operations.

Sustainability & Environmental Management

- **Green Practices:** Promote and implement environmentally sustainable habits across the facilities team, cleaning staff, and wider school community.
- **Utility Monitoring:** Regularly extract, analyse, and report on energy, water, and utility consumption data via meters and utility bills.
- **Carbon Reduction:** Develop and execute carbon reduction initiatives, focusing on waste reduction, recycling expansion, and heating optimization.
- **Objective Alignment:** Align all maintenance actions with the school's broader environmental and sustainability goals.

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- **Grant Funding:** Actively research, identify, and support applications for external grant funding (e.g., Salix funding, eco-grants) to back sustainability installations.

General Responsibilities

- **School Ethos:** Actively support, model, and promote the school's vision, core values, and educational ethos.
- **Data Protection:** Maintain absolute confidentiality and comply fully with GDPR guidelines regarding staff, contractor, and school data.
- **Professional Development:** Undertake continuous professional development (CPD) and training to maintain technical and safety competence.
- **Community Engagement:** Participate in and support school events, open days, and activities where facilities coordination or presence is appropriate.
- **Flexible Deployment:** Undertake any other operational duties within the scope of the role as reasonably requested by the Principal or Business Manager.

Additional Information

- **General Clause:** This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties that fall reasonably within the grade of the job, following discussion with their line manager (The Principal).

This post is subject to an Enhanced DBS (with Barred List) check.

Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

Review

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

Name:	
Signature:	
Date:	

30/09/2026

