# Job Description

**POST:** Site and Facilities Manager

**HOURS**: 37 hours per week

**CONTRACT TYPE:** Permanent, 52 weeks per year

**GRADE:** **7 or** 8 (depending on experience)

**RESPONSIBLE TO:** School Business Manager

**PURPOSE OF THE JOB**

The Site and Facilities Manager will provide strategic and operational leadership of the school's premises function, ensuring the school site remains safe, secure, compliant, clean and fit for purpose at all times.

The post holder will take overall responsibility for day-to-day site operations, health and safety compliance, statutory maintenance, contractor management and premises development. They will manage premises and cleaning personnel and work closely with the School Business Manager and Finance Officer to deliver the school's estates strategy, capital improvements and operational priorities.

The Site and Facilities Manager will play a key role in ensuring that pupils, staff and visitors benefit from a welcoming, safe and well-maintained learning environment.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

**1. Leadership and Management**

- Provide leadership and day-to-day management of the premises function.
- Regularly meet with the School Business Manager to identify core priorities.
- Line manages the Site Assistant and cleaning staff.
- Plan staffing rotas and ensure appropriate site coverage.
- Support recruitment, induction, training and performance management of premises staff.
- Provide H & S training to all staff as required.
- Develop effective systems and procedures to ensure efficient operation of the site.
- Support trustee site visits termly.
- Foster a positive and professional culture within the site team.
- Conduct performance management that echo the school ‘s improvement objectives to site personnel.

**2. Health and Safety**

- Act as the school's Health and Safety Officer, working closely with the school's identified 'Competent Person', who will act as a source of professional external support.
- Maintain oversight of health and safety procedures, inspections and monitoring programmes.
- Lead on fire safety management and ensure statutory testing and inspection regimes are maintained.
- Manage compliance relating to asbestos, COSHH, legionella and other statutory requirements.
- Complete, review and monitor premises-related risk assessments.
- Identify and report hazards and ensure remedial actions are completed.
- Promote a strong culture of health, safety and wellbeing across the school.

**3. Premises Management and Compliance**

- Ensure the school site, buildings and grounds are maintained to a high standard.
- Maintain oversight of all planned preventative maintenance programmes.
- Coordinate statutory inspections, servicing and certification requirements.
- Maintain accurate premises documentation, compliance records and asset registers.
- Ensure contractor safeguarding and compliance checks are completed.
- Monitor contractor performance and quality of work.
- Respond promptly to premises issues and emergencies.

**4. Strategic Estates Management**

- Support the School Business Manager in developing and implementing premises improvement plans.
- Lead and coordinate building projects and planned maintenance works.
- Contribute to procurement and tender exercises.
- Identify priorities for capital investment and estate improvements.
- Support long-term planning for the development of the school site.

**5. Security and Emergency Planning**

- Lead on site security arrangements.
- Act as a keyholder and ensure appropriate keyholder systems are maintained.
- Oversee opening and closing arrangements for the school.
- Coordinate emergency response and business continuity procedures.
- Support lock-down, evacuation and emergency planning processes.
- Ensure the site remains secure outside of normal operating hours.

**6. Budget and Procurement**

- Manage delegated premises budgets as agreed.
- Monitor expenditure relating to premises, maintenance and contractors.
- Ensure value for money in all procurement activities.
- Obtain quotations and monitor contractual arrangements.
- Contribute to annual premises development and maintenance planning.

**7. Operational Responsibilities**

- Undertake regular inspections of buildings and grounds.
- Carry out or arrange minor repairs and maintenance as appropriate.
- Ensure external areas remain safe, tidy and presentable.
- Support school events, lettings and community use of the premises.
- Coordinate deliveries, furniture moves and site logistics.

**8. Record Keeping and Reporting**

- Maintain accurate records relating to compliance, maintenance and health and safety.
- Prepare reports and updates for senior leaders as required.
- Analyse premises priorities and identify improvement actions.
- Ensure compliance with GDPR and information management requirements.

**Professional Responsibilities**

- Maintain professional standards and confidentiality.
- Participate in relevant training and professional development.

- Support the aims, values and ethos of Ludlow Junior School.
- Promote inclusion, equality and pupil wellbeing.
- Undertake any other duties reasonably requested by the Headteacher or School Business Manager consistent with the grade of the post.

The duties and responsibilities outlined in this job description are not exhaustive and may be reviewed and reasonably adjusted from time to time to reflect the changing needs of the school, provided that such changes remain consistent with the overall purpose, level and pay grade of the post

# Person Specification: Site and Facilities Manager

| Essential Criteria | Desirable Criteria |
|---|---|
| **Qualifications and Training**<br><br>• GCSE (or equivalent) in English and Mathematics (Grade C/4 or above).<br>• Relevant health and safety qualification or willingness to undertake training.<br>• Evidence of continuing professional development.<br><br>**Experience**<br><br>• Experience of premises, facilities or site management.<br>• Experience of health and safety compliance and monitoring.<br>• Experience of managing contractors and maintenance programmes.<br>• Experience of supervising or leading staff.<br>• Experience of maintaining accurate records and documentation.<br><br>**Knowledge and Understanding**<br><br>• Knowledge of health and safety legislation and requirements.<br>• Understanding of fire safety, COSHH, asbestos and legionella management.<br>• Understanding of statutory compliance requirements within premises management.<br>• Knowledge of risk assessment processes.<br>• Understanding of safeguarding responsibilities within a school environment.<br><br>**Skills and Abilities**<br><br>• Strong organisational and planning skills.<br>• Ability to prioritise and manage competing demands.<br>• Effective leadership and people management skills.<br>• Excellent communication and interpersonal skills.<br>• Ability to build positive working relationships with staff, contractors and external agencies.<br>• Competent ICT skills.<br>• Ability to work independently and use initiative.<br>• Practical problem-solving skills.<br>• High levels of reliability, flexibility and professionalism. | **Qualifications and Training**<br><br>• IOSH Managing Safely qualification or equivalent.<br>• NEBOSH qualification or equivalent.<br><br>**Experience**<br><br>• Experience working within a school or educational setting.<br>• Experience of premises-related procurement and budgeting.<br>• Experience of managing building improvement projects.<br>• Experience of using compliance or facilities management systems.<br><br>**Knowledge and Understanding**<br><br>• Knowledge of school compliance requirements. |

Reviewed by ROH - October 2026