



FACILITIES MANAGER

JOB DESCRIPTION

Job Title:	Facilities Manager	School:	DGGS
Reports to:	Operations Director	Grade:	Kent Grade G £36,264 - £39,760
Job Holder's Name:	Vacancy	Date:	October 2026

Purpose of Job

Under the guidance of the Operations Director, to have overall responsibility for the school estate and ensure a safe, efficient and effective learning and working environment and to oversee site developments and improvements.

To manage and develop the Site Team to ensure high standards of service delivery and to support the aims of the school.

To ensure routine planned preventative maintenance and compliances are carried out in a timely manner and in line with legislation.

To deputise for the Operations Director for all matters relating to Site/Facilities.

Key duties and responsibilities

Site Team

- Manage the Site Team shift patterns and annual leave to ensure adequate cover at all times the site is open.
- Carry out appraisal management and ensure that staff receive effective and adequate training (including refresher training as required).
- To manage the helpdesk and allocate tasks amongst the Site Team.
- To manage the Site Team's workload to meet the effective running of the estate.
- To carry out periodic meetings to support the effective management of the Site Team.

Site Security

- Ensure the site is safe and secure at all times.
- Make sure that the premises are opened and closed appropriately and that the school has secure systems for locking/unlocking.
- Be the first point of contact for security alarm call-outs.
- Ensure that the school's alarm systems are in good working order and train others as appropriate.
- Ensure that the school's security lighting/access control/CCTV surveillance equipment are kept in good working order.

Maintenance, Repairs, and Decoration

- Inspect the site and premises on a regular basis, identifying the need for repairs or improvements and taking action as appropriate.
- Develop and deliver a schedule of planned and preventative maintenance.

- Carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in a safe, operational condition.

Projects and CIF

- To support the Operations Director with the submission of DfE bids
- To work with the Operations Director to oversee the delivery of CIF projects and improvement works.

Health & Safety and Statutory Compliance

- Carry out regular external and internal health and safety checks.
- Carry out regular site safety walks.
- Arrange for repair, report or escalate outstanding concerns as appropriate and ensure a record is kept of these checks and the actions taken.
- Support the Operations Director in matters relating to the Trust/school's Health and Safety Policy.
- Work with the Operations Director to maintain appropriate health and safety and risk assessment records, ensuring they are kept up to date and meet current legislative and good practice guidance.
- Organise roles and responsibilities so that planned and preventative maintenance, statutory requirements and reactive tasks are all delivered to a satisfactory standard.
- Maintain and check safety equipment and ladders/tower and ensure a record is kept.
- Ensure that all working practices for the site team comply with current legislation.
- Ensure that all statutory checks and testing are carried out to the required frequency.
- Record all statutory compliance checks on the school's MIS.

Swimming Pool

- Ensure that the pool is maintained to industry regulatory health and safety standards.
- Ensure that the school's Swimming Pool Safety Policy is being adhered to by all users.
- Ensure the Site Team has had appropriate training to undertake the maintenance and testing of the pool.

Management of third party contractors while on site

- Take responsibility for all third party contractors (relating to site) ensuring that all safeguarding measures are maintained and all necessary RAMS documentation is in place where required.

Minibus

- Ensure the minibus is operating, serviced, checked and cleaned effectively for school use.

Supervision of outsourced services

- Undertake routine day-to-day monitoring of the school site contracts, working with the providers to ensure the delivery of agreed standards.
- Support the Cleaning Supervisor and Executive Chef with requests relating to the site.

Administration

- Obtain quotes and generate purchase orders from third party contractors, as required.
- Plan and schedule an appropriate programme of school holiday works.
- File and maintain operating and maintenance manuals for all plant and machinery.
- Maintain and have available for inspection clear and accurate records of all statutory testing.

Working together to achieve academic excellence and personal potential

- Monitor the Premises Helpdesk system ensuring jobs are addressed in a timely manner.
- Adequately prepare the site for all school events such as Open Evenings and Parent Evenings.
- Support the Operations Director with management of the Site budget.

Grounds Maintenance

- To ensure the upkeep of the grounds so that they are tidy, litter free and safe.
- Work with external providers in the delivery of grounds maintenance contracts.
- Manage the Site Team in regards to in-house grounds maintenance.

Lettings

- Liaise with the Finance Office to ensure the site is adequately prepared for letting commitments.
- To ensure the school has suitable caretaker coverage to manage the school lettings.
- To work with the Operations Director to ensure all letting users are properly briefed.

General Duties

- Ensure all deliveries are dealt with quickly and efficiently.
- Ensure that all room set-ups are done in a timely manner to help facilitate the smooth running of the school.
- To carry out general caretaker duties to ensure the effective running of the school.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Agreed by:
Vacancy

Approved by:
Sharon Pritchard, Headteacher

