

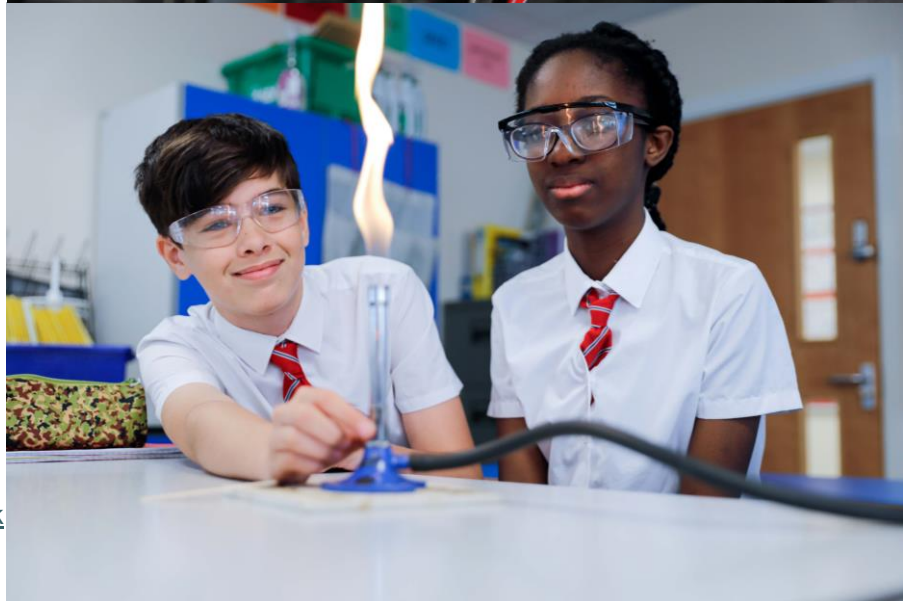
**Robert Clack School of Science**

**Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)**



# RECRUITMENT PACK

**FACILITIES MANAGER**



Tel: 020 8270 4200

Website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Email: [office@robertclack.co.uk](mailto:office@robertclack.co.uk)

Recruitment queries: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

# Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

**Russell Taylor**  
**Executive Headteacher**



# The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Please submit completed applications either by e-mail to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk) or through submitting an application on the vacancy which is posted on the TES and DfE website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Admin, Maddie Brown on 020 8270 4200 x3308 or [Mbrown@robertclack.co.uk](mailto:Mbrown@robertclack.co.uk)

## **Safeguarding and Promoting the Welfare of Children and Young People Note:**

*Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.*

## **Key dates:**

Closing date for receipt of applications: 8am on Monday 31<sup>st</sup> August 2026.  
(Please note we reserve the right to close this advert early if we receive lots of applicants)

Interviews to be held: To be confirmed September 2026.

Commencement date in post for successful candidate: October 2026.

# Advertisement

## FACILITIES MANAGER

**SALARY:** Scale P03 point 32 to point 35. (£45,750 - £49,056 per annum)

**APPOINTMENT:** Permanent, 35 hours per week (hours to be confirmed), 52 weeks per year  
(Please note we reserve the right to close this advert early if we receive lots of applicants)

Robert Clack School is expanding in September with the opening of a third site, and we are therefore looking to appoint a Facilities Manager to oversee the day-to-day operations of the school premises. The successful applicant will be responsible for all aspects of site management including security, cleaning, health and safety, portering, dealing with contractors, routine maintenance/refurbishment and line management of the site team.

Occasional evening or weekend work may be required for school events.

The candidate will be required to have the following skills and experience:

- Relevant security, building repairs & maintenance, and cleaning experience;
- Knowledge of health & safety, risk assessments, fire safety, manual handling, COSHH and legionella regulations;
- Knowledge of electrical and mechanical systems;
- Staff management experience;
- Good literacy and numeracy skills;
- Good standard of verbal & written communication skills when dealing with colleagues, contractors, pupils, parents and visitors;
- Able to lead and work professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- Organized and able to work methodically, with attention to detail, in liaison with the School Business Manager.

# Job Description



<b>Job Title:</b>	Facilities Manager
<b>Working Hours:</b>	35 hours per week, full-time
<b>Department:</b>	Site and Premises Team
<b>School:</b>	Robert Clack School The post holder will be required to work flexibly to meet the operational needs of the school, including occasional evening, weekend and emergency call-out duties.
<b>Reports to:</b>	School Business Manager
<b>Responsible for:</b>	Premises Team, Caretakers, Cleaning Contractors, Grounds Maintenance Contractors and Premises-Related Service Providers
<b>Number of Posts Supervised/Managed:</b>	7 Caretakers

## Job Purpose

To lead and manage all aspects of premises, facilities, health and safety, security, compliance and estate management across the school's sites.

The Facilities Manager will ensure that all school buildings, grounds and facilities are safe, secure, compliant, well-maintained and fit for purpose, providing an outstanding environment that supports teaching, learning, staff wellbeing and community use.

The post holder will provide strategic leadership of premises services, manage statutory compliance requirements, oversee contractors and maintenance programmes, and contribute to the school's long-term estate development plans.

## Key Responsibilities

### Leadership and Management

- Lead, manage and develop the premises team across all school sites.
- Allocate, monitor and review workloads to ensure efficient service delivery.
- Conduct performance management, supervision, appraisals and professional development reviews.
- Support recruitment, induction and training of premises staff.
- Promote a positive culture of teamwork, accountability and customer service.
- Ensure adequate staffing arrangements are in place during periods of absence and school closure.

### Estate and Facilities Management

- Manage the day-to-day operation of the school estate across all sites.
- Ensure buildings, grounds and facilities are maintained to a high standard.

- Develop and maintain a Planned Preventative Maintenance (PPM) programme.
- Undertake regular condition inspections and identify priorities for repair, maintenance and improvement.
- Maintain an up-to-date asset register and premises inventory.
- Advise senior leaders on estate development, refurbishment and capital improvement projects.
- Support the delivery of long-term premises and estate strategies.

### **Health, Safety and Compliance**

- Act as the school's lead operational officer for premises-related health and safety matters.
- Ensure compliance with all relevant legislation, regulations and approved codes of practice.
- Conduct regular site inspections, audits and risk assessments.
- Maintain accurate compliance records and documentation.
- Investigate premises-related incidents and near misses and implement corrective actions.
- Support the school's Health and Safety Committee and attend relevant meetings.

### **Statutory Compliance**

Ensure effective management of statutory compliance including:

- Fire Safety
- Fire Risk Assessment actions
- Emergency lighting
- Fire alarm systems
- Fixed Electrical Installation Testing (EICR)
- Portable Appliance Testing (PAT)
- Gas Safety
- Water Hygiene and Legionella Control
- Asbestos Management
- Lifting Equipment Inspections
- Pressure Systems
- Playground Equipment
- Lightning Protection Systems
- Building Management Systems
- Accessibility Compliance

Ensure all statutory inspections are completed within required timescales and remedial actions are addressed promptly.

### **Safeguarding**

- Recognise that safeguarding and promoting the welfare of children is everyone's responsibility.
- Ensure that contractors and visitors comply with safeguarding procedures.
- Maintain secure site access arrangements.
- Support emergency safeguarding responses as required.
- Report any safeguarding concerns immediately in accordance with school procedures.

### **Security Management**

- Lead all aspects of site security.
- Act as the primary key holder and emergency contact.
- Manage CCTV, alarm systems, access control systems and perimeter security.
- Ensure buildings are secured during and outside school hours.
- Liaise with emergency services, local authorities and external agencies where necessary.
- Monitor and review site security arrangements and recommend improvements.

## **Contractor and Project Management**

- Procure, monitor and manage contractors and service providers.
- Ensure contractors comply with safeguarding, health and safety and site procedures.
- Review contractor qualifications, insurance documentation, Risk Assessments and Method Statements (RAMS).
- Operate permit-to-work systems where appropriate.
- Monitor contract performance and service standards.
- Manage small and medium-scale maintenance and improvement projects.
- Support procurement and tendering exercises.

## **Financial Management**

- Assist with the preparation and management of premises budgets.
- Monitor expenditure and ensure value for money.
- Obtain quotations and evaluate contractor proposals.
- Monitor maintenance contracts and service agreements.
- Identify opportunities for efficiency savings and cost reduction.
- Support financial planning for capital works and lifecycle replacement programmes.

## **Sustainability and Environmental Management**

- Support the school's sustainability and environmental objectives.
- Monitor energy and water consumption.
- Identify opportunities to improve energy efficiency and reduce carbon emissions.
- Promote environmentally responsible waste management and recycling practices.
- Support environmental compliance and reporting requirements.

## **Operational Responsibilities**

- Ensure the school remains clean, safe and welcoming at all times.
- Monitor cleaning standards and contractor performance.
- Coordinate room setups for examinations, events and community activities.
- Oversee waste management and recycling arrangements.
- Ensure grounds are maintained to a high standard throughout the year.
- Manage deliveries, storage and distribution arrangements as required.
- Respond to urgent maintenance issues and emergencies.

## **Emergency Planning and Business Continuity**

- Support the development and implementation of the school's Business Continuity Plan.
- Lead premises responses during emergencies, including severe weather, utility failures, flooding and other critical incidents.
- Ensure emergency procedures are understood and regularly tested.
- Maintain emergency equipment and resources.

## **Information Systems and Record Keeping**

- Maintain accurate electronic and manual records.
- Manage premises management software and helpdesk systems.
- Maintain records relating to inspections, maintenance, compliance, risk assessments and statutory testing.
- Produce reports for senior leaders, governors and external auditors as required.

## **Statutory Requirements:**

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

If you can then please see the below bullet points under the General Responsibilities section on the bottom of page 4 / top of page 5 of the JD and delete what is currently written.

### **General Accountabilities and Responsibilities:**

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with, and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with, and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 2018 (GDPR).
- Take responsibility for continuing self-development and participate in training and development activities.

### **Person Specification**

#### **Essential Qualifications**

- GCSE English and Mathematics (Grade C/4 or above) or equivalent.
- Relevant Health and Safety qualification (IOSH Managing Safely or equivalent), or willingness to obtain.

#### **Desirable Qualifications**

- NEBOSH General Certificate.
- Facilities Management qualification.
- First Aid at Work qualification.
- Fire Safety qualification.
- Project Management qualification.

#### **Essential Experience**

- Experience managing premises, facilities or estates services.
- Experience supervising staff and contractors.
- Experience managing health and safety compliance.
- Experience overseeing maintenance and repair programmes.
- Experience managing budgets and procurement processes.
- Experience using digital record-keeping systems.

#### **Essential Knowledge**

- Health and Safety legislation.
- Fire Safety requirements.
- Building maintenance and facilities management principles.
- Contractor management.
- Risk assessment processes.
- Safeguarding responsibilities within educational settings.

#### **Essential Skills**

- Strong leadership and team management skills.

- Excellent organisational and planning skills.
- Ability to prioritise competing demands.
- Effective communication and interpersonal skills.
- Problem-solving and decision-making abilities.
- Competent IT skills, including Microsoft Office and facilities management systems.

## Person Specification

<b>Job Title: Facilities Manager</b> <b>Department/School:</b> Site, Robert Clack School	Essential	Desirable (not essential)	Method of Assessment
1. <b>Experience</b> <ul style="list-style-type: none"> <li>• Experience managing premises, facilities or estates services.</li> <li>• Experience supervising staff and contractors.</li> <li>• Experience managing health and safety compliance.</li> <li>• Experience overseeing maintenance and repair programmes.</li> <li>• Experience managing budgets and procurement processes.</li> <li>• Experience using digital record-keeping systems.</li> </ul>	✓. ✓. ✓. ✓. ✓. .		Application Form Interview
2. <b>Education, Training &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Hold recognised training / qualifications associated with site and facilities management, including:               <ul style="list-style-type: none"> <li>◦ NEBOSH, Facilities Management, First Aid at Work, Fire Safety and Project Management qualifications</li> </ul> </li> <li>• GCSE England and Mathematics (Grade C/4 or above) or equivalent.</li> <li>• Knowledge of health &amp; safety, fire safety, manual handling, COSHH, legionella regulations.</li> <li>• Relevant health and safety qualification (IOSH Managing Safely or equivalent) or a willingness to obtain.</li> <li>• Knowledge of electrical / mechanical systems.</li> <li>• Good literacy and numeracy skills.</li> <li>• Good general standard of education.</li> </ul>	. ✓. . ✓. . ✓. . ✓. ✓. .	✓.	Application Form Task at Interview Interview
3. <b>Professional Relationships</b> <ul style="list-style-type: none"> <li>• Able to work and lead effectively and supportively within a team.</li> <li>• Ability to manage people directly and indirectly.</li> <li>• Effective verbal and written communication and interpersonal skills</li> </ul>	✓. ✓. ✓.		Application Form Interview



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