



Rise up,  
take courage,  
and do it.



# Facilities Manager

Do you currently work in an estates, facilities, building maintenance or a caretaking role?

Is it important for you to work in a supportive team that are passionate about improving standards and processes?

Do you want to work in a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment?

Are you looking for a permanent role? We are located in South Manchester with great transport links.

If so, this could be the ideal role for you.

**We are seeking a permanent Facilities Manager.**

The Barlow has a great reputation as an employer who provides continuous professional development and job stability.

## You will benefit from:

- Working with children
- A period of training and handover with the current postholder
- Dedicated site office
- Job stability
- Local government pension scheme
- Access to varied training programmes and online training
- Employee Assistance Programme
- Cycle to work scheme
- A supportive team and working environment
- An interesting and varied role

## Important Details:

- **Contract:** Permanent, all year round
- **Salary:** Grade7, Points 26-30, £36,124 - £39,513
- **Working Pattern:** Monday – Friday, all year round with 26-31 days holiday (for continuous service) + bank holidays
- **Working Hours:** 35 hours, 5.30am – 1pm **OR** an option of rotating week by week 5.30am – 1pm / 10.30am – 6pm
- **Start Date:** Monday 3<sup>rd</sup> February 2025
- **Pension:** Greater Manchester Pension Fund with employer contributions of 17.2%
- **Location:** Parrs Wood Road, Didsbury, M20 6BX

## Duties of the Facilities Manager:

You will work independently to:

- To have overall responsibilities for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally
- To be responsible for the effective management of the building and facilities staff and resources.
- To ensure a high standard of health and safety and that all relevant regulations are implemented and adhered to.
- To manage the building and facilities team effectively to meet the relevant performance standards.
- To take a lead role on the development, implementation and monitoring of procedures/policies and systems as required.

## The Facilities Manager must:

- Have transferrable skills
- Have the ability to work independently

- Be capable of making decisions
- Be self-motivated
- Be able to multi-task
- Be pro-active and highly organised
- Have good communication skills
- Enjoy a varied and reactive role
- Like working with children
- Ability to follow and implement health and safety and safeguarding regulations (training provided)

#### Advantages but not essential:

- Previous experience in other relevant roles

#### Are you the Facilities Manager we have been searching for?

If so, please get in touch - call the HR team 0161 438 2108, send over your CV, or complete and return an application form [hr@thebarlowrchigh.co.uk](mailto:hr@thebarlowrchigh.co.uk)

**Closing date: Friday 6<sup>th</sup> December 2024, 8:00am**

**Interview: Week Beginning 9<sup>th</sup> December 2024**

#### About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In July 2024, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

**The Barlow RC High School**  
 Parrs Wood Road, Didsbury, Manchester, M20 6BX  
[www.thebarlowrchigh.co.uk](http://www.thebarlowrchigh.co.uk)  
 ☎ 0161 445 8053



*Our school is committed to safeguarding and protecting the wellbeing of children and young people, and expects all staff to share their commitment. An enhanced DBS and social media screening are required for all successful applicants.*

*Our school is passionate about diversity and treat everyone equally, without compromise. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.*

# FACILITIES MANAGER



## JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>GRADE</b>           | Grade 7                                 |
| <b>WORKING PATTERN</b> | Permanent, full-time, 35 hours per week |
| <b>RESPONSIBLE TO</b>  | School Business Manager                 |

|                                  |  |
|----------------------------------|--|
| <b>MAIN PURPOSE OF THE ROLE:</b> | <p>To work collaboratively with all staff and parents in order to support student wellbeing and to promote the five outcomes of Every Child Matters.</p> <p>To have overall responsibilities for a high standard of cleaning, maintenance, security and grounds maintenance across the school, both internally and externally.</p> <p>To be responsible for the effective management of the Building and Facilities staff and resources.</p> <p>To ensure a high standard of Health and Safety and that all relevant regulations are implemented and adhered to.</p> |
|----------------------------------|--|

| <b>MAIN DUTIES &amp; RESPONSIBILITIES:</b> |   |
|--|---|
| <b>1</b>                                   | To manage the building and facilities team effectively to meet the relevant performance standards.  |
| <b>2</b>                                   | To take a lead role on the development, implementation and monitoring of procedures/policies and systems as required.   |
| <b>3</b>                                   | To provide organisational and advisory support to the Head Teacher, Governing Body and School Business Manager as appropriate, on buildings and facilities issues.  |
| <b>4</b>                                   | To have overall responsibility for effective security within the school and its environment, including emergency call-outs as appropriate.  |
| <b>5</b>                                   | To support the liaison and negotiation of the contractual agreements for the school and ensure that these are adhered to by all parties.  |
| <b>6</b>                                   | To manage all on-site contractors and agency staff related to buildings and facilities ensuring they fulfill the requirements including health and safety and safeguarding and monitor their performance effectively. |
| <b>7</b>                                   | To have overall responsibility for the management of COSHH.   |
| <b>8</b>                                   | To take responsibility for ensuring that any reported faults and incidents are recorded, monitored and resolved   |
| <b>9</b>                                   | To effectively manage and monitor the budget and resources.   |
| <b>10</b>                                  | To develop record/information systems which monitor and analyse issues relating to building and facility management through computerised or manual systems.   |
| <b>11</b>                                  | To have overall responsibility for completion and submission of any information relating to building and facilities within the school.  |
| <b>12</b>                                  | To work as part of a team to support colleagues and contribute to the vision and ethos of the school.   |
| <b>13</b>                                  | To undertake personal development to improve own practice.  |
| <b>14</b>                                  | Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.               |
| <b>Training:</b>                           |   |

|                 |  |
|-----------------|--|
| <b>17</b>       | To participate in training and other learning activities and the school's performance management process.  |
| <b>18</b>       | To engage staff in the performance management process and ensure in-house training is provided to support continuous professional development.   |
| <b>General:</b> |  |
| <b>19</b>       | To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.                            |
| <b>20</b>       | To be aware of and support difference and to ensure equal opportunities for all.   |
| <b>21</b>       | To contribute to the overall ethos, work and aims of the school.   |
| <b>22</b>       | To attend and participate in relevant meetings as required.  |
| <b>23</b>       | To assist with pupil first aid and welfare duties, including looking after sick pupils, liaising with parents and staff etc.   |
| <b>24</b>       | To ensure accuracy and confidentiality of all information produced.  |
| <b>25</b>       | Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered. |

# FACILITIES MANAGER



## PERSON SPECIFICATION

| Experience, Training and Qualifications  | Essential/<br>Desirable |
|--|-------------------------|
| A good understanding of the management of building projects.   | D                       |
| A good understanding of Health and Safety requirements, including knowledge of COSHH.  | D                       |
| A good knowledge of propriety cleaning materials and equipment.  | D                       |
| A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems. | D                       |
| Experience of the tendering process and preparation of specifications.   | D                       |
| Experience of designing and managing a rolling programme of maintenance.   | D                       |
| Experience of managing staff.  | D                       |
| Experience of managing a budget.   | D                       |
| Skills and Abilities   |                         |
| Ability to keep accurate records.  | E                       |
| Effective and persuasive communicator both verbally and in writing.  | E                       |
| Preparedness to work unsocial hours if required.   | E                       |
| Willingness to abide by the City Council's and Governors various policies.   | E                       |
| Personal Qualities   |                         |
| Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.  | E                       |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards.   | E                       |
| The flexibility to adapt to changing workloads demands and new school challenges.  | E                       |
| Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.   | E                       |
| Personal commitment to continuous self-development.  | D                       |
| Personal commitment to continuous school improvement.  | E                       |
| Personal commitment to the school's professional standards, including dress code as appropriate.   | E                       |
| Be willing to consent to apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service and social media screening.   | E                       |

*The Barlow RC High School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*