

Job Description - Facilities Manager

Payscale: NJC (Outer London)

Salary: FTE £42,769 per year

Hours: 36 hours per week, 52 weeks per year

Reporting to: Estates Manager

Line Management: Apprentice Caretakers and Caretakers

Job Purpose

The Facilities Manager plays a key operational role in ensuring all Inicio Educational Trust buildings are safe, secure, compliant, and well-maintained. It is a hands-on role focused on day-to-day premises maintenance, statutory compliance, and contractor coordination. The postholder will actively use tools, systems, and technical knowledge to support the Estates Manager in delivering high-quality facilities services across the Trust.

Key Responsibilities:

- Provide hands-on technical support for troubleshooting, diagnosing, and repairing building systems, including HVAC, electrical, plumbing, and life safety equipment.
- Lead the day-to-day operations and maintenance of all facility infrastructure, ensuring minimal downtime and maximum performance.
- Serve as the subject matter expert (SME) on building systems, offering guidance and technical oversight to facilities staff and contractors.
- Perform or oversee preventive maintenance and emergency repairs with a focus on safety, efficiency, and cost control.
- Supervise and mentor in-house maintenance teams, ensuring technical proficiency and adherence to best practices.
- Manage third-party service providers and contractors, ensuring quality and timely delivery of services.
- Maintain full compliance with OSHA, ADA, fire/life safety codes, and other regulatory requirements.
- Coordinate and execute building improvements, renovations, and space utilization projects.
- Maintain accurate records of maintenance activities, inspections, service logs, and system performance.
- Support sustainability initiatives through energy-efficient systems management and resource optimization.
- Participate in capital planning and manage facilities-related budgets, procurement, and vendor negotiations.

Operational Management & Supervision

- Lead and support site teams, including Apprentice Caretakers and Caretakers, with **practical guidance and on-site supervision**.
- Conduct **routine site inspections**, identify issues, and carry out or delegate minor repairs using appropriate tools and materials.
- Manage **site security systems**, including access control, CCTV, and alarm systems, ensuring they are operational and regularly tested.
- Provide **technical input** into strategic decisions and capital projects, drawing on practical experience and site knowledge.

Health & Safety Compliance

- Conduct **half-termly health and safety inspections**, logging findings and initiating corrective actions.
- Maintain and update **premises risk assessments**, ensuring mitigation measures are implemented.
- Oversee **COSHH compliance**, including safe storage and handling of chemicals, and maintaining a central register.
- Ensure **fire safety systems** (alarms, extinguishers, emergency lighting) are tested and recorded in line with statutory requirements.

Maintenance & Technical Oversight

- Maintain and update the **Planned Preventative Maintenance Programme (PPMP)** using digital tools or spreadsheets.
- Monitor and evaluate **contractor performance**, ensuring value for money and quality of service.
- Manage the **reactive maintenance budget**, sourcing and deploying external contractors for specialist repairs.
- Use basic tools and equipment for minor repairs (e.g., plumbing, carpentry, electrical troubleshooting) where appropriate.

Specialist Responsibilities

- Act as the **Trust's Pool Plant Operator**, ensuring water testing and treatment at Green Street Green meets PWTAG standards.
- Support **out-of-hours lettings**, including unlocking/locking and caretaking duties.
- Respond to **emergency call-outs**, providing hands-on support and coordination.
- Liaise with external users and hirers to ensure facilities meet expectations and are fit for purpose.

Person Specification

Skills & Abilities

- Proficient in using **hand tools, power tools**, and maintenance equipment.
- Strong understanding of **manual handling, ladder safety, fire safety**, and cleaning protocols.
- Ability to **train and supervise** site staff in practical tasks and safety procedures.
- Effective communicator with staff, contractors, and external stakeholders.
- Skilled in **contractor negotiation**, relationship management, and service evaluation.
- Knowledge of **child protection and lone working protocols**.

Knowledge

- In-depth knowledge of **statutory testing regimes** (e.g., fire, water hygiene, electrical).
- Familiarity with **DIY and general maintenance** techniques.
- Understanding of **industrial cleaning practices**, equipment, and chemical safety.
- Awareness of **site security systems** and building tenure.

Experience

- Proven experience in **site management**, ideally within an educational setting.
- Hands-on experience with **statutory testing**, maintenance scheduling, and contractor coordination.

Qualifications (essential)

- 5+ years of experience in facilities management, building maintenance, or engineering, with direct hands-on involvement in technical systems.
- Advanced knowledge of building mechanical systems (HVAC, BMS, electrical, plumbing, fire protection, elevators, etc.).
- Ability to physically perform inspections, repairs, and maintenance tasks as needed.
- Strong leadership skills with experience managing maintenance staff and external vendors.
- Familiarity with blueprints, technical manuals, and building automation systems (BAS/BMS).
- Excellent problem-solving and decision-making skills in both urgent and planned situations.
- Proficient in CMMS (Computerized Maintenance Management Systems) and Microsoft Office tools.

Qualifications (desirable)

- Associate or bachelor's degree in Facilities Management, Engineering, or a related technical field.
- Industry certifications such as FMP (Facilities Management Professional), CFM (Certified Facility Manager), or trade licenses (HVAC, electrical, plumbing).
- Experience in complex facilities such as healthcare, manufacturing, educational campuses, or commercial high-rises.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name of Postholder : -----

Date: -----

Signature: -----