



RECRUITMENT PACK

Facilities Manager

Villiers High School
October 2025

About Us



Villiers is a highly successful 11-19 co-educational school; our pupils come from diverse backgrounds, and they work, play and flourish together developing respect and understanding of a variety of cultures. We have grown considerably in size and popularity in recent years; a reflection of our high standards and fantastic achievements. Our pupils leave with qualifications that will set them up for the world of work and further education. Our 150 teaching and support staff do an excellent job of educating nearly 1500 pupils each year and although this makes us larger than the England average, we are smaller than many local High schools. This makes us the right size to offer a full range of academic and vocational subjects taught by specialist teachers whilst retaining a small 'family' style supportive environment in which we get to know every child. We are rightly proud of our personalised approach to pupils' learning needs. It is a regular event that 100% of our Sixth Form students achieve a place on a course at a university of their choice. We are particularly proud of our enrichment programme; we have expanded the range and diversity of our clubs and trips over recent years and are delighted to be able to give our pupils once in a lifetime opportunities to travel and learn.

Our History

Southall County School first opened in 1907. It was one of the first secondary schools to be built by Middlesex County Council to cater for the expansion of education envisioned by the 1902 Education Act and remains the longest established school in the borough. Southall then was a small country town surrounded by farms and market gardens; The Great Western Railway, the Gas Works and the Monstead's Margarine were the only signs of industry. The school grew under the leadership of the first two Headteachers – Samuel Pollit and Charles Vernon, who guided the school through the two World Wars and the depression, to emerge into the sixties when it was amalgamated with the Technical School in Beaconsfield Road, to become Southall Grammar Technical School.

The current Headteacher, Christopher Richards, was appointed as Deputy Headteacher in April 2017 and latterly as Senior Deputy Headteacher. In May 2019, the school achieved its Outstanding status in every category for the first time in its history.

Benefits

- Highly competitive salary
- Subsidised School meals
- Subsidised coffee shop on site
- Local authority pension scheme with up to 13% employer contributions
- Additional 3 wellbeing days (1 day per term for all staff)
- Access to Ealing Borough Services employee discounts including cycle to work, Ealing Credit Union and reimbursement on eye tests for screen users



Our Vision:

A world-class inclusive school at the beating heart of its community.

Our Values:

Honesty, Empathy, Aspiration, Respect, Tenacity

Other:

We are pleased to inform stakeholders that work to complete our new £25m building is likely to start in 2025 with completion expected by Autumn 2026. This new Eco building will transform teaching, learning and support staff spaces.

Location:

We are 0.5 miles (Southall station) from the new Elizabeth line and located centrally for all Bus routes including the Superloop (SL8) as the school is 0.2 miles from the Uxbridge Road.

Our weekly blog, '**Family Bulletin**', can be seen [here](#)



Facilities Manager

Permanent



Overview of role

Villiers High School is looking to appoint a professional, self-motivated, and organised person to assist the Finance Manager on all aspects of financial administration. The successful candidate will focus on the administration of the school finance and lettings.

The successful candidate is expected to have effective communication and be able to start as soon as possible. Good knowledge of finance and accounting, with practical experience is essential.

Salary: Grade 11 (£49,197 - £51,138 per annum)

Contract/Hours: 35 hours a week, 52 weeks

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

- * Be resilient, flexible and demonstrate an ability to work in a busy environment.
- * Be well organised.
- * Be punctual and have honest communication skills.

In return you will receive:

- * The support of committed, dedicated and friendly colleagues.
- A school which is reflective and striving for continual improvement.

Disclaimer: *The school reserves the right to close the position early on receipt of a strong application, so if you are interested, we urge you to apply sooner rather than later.*

Job Description



Role Overview

- The Facilities Manager is responsible for systematically planning and overseeing compliance with the school's estate, facilities contracts, and support services. This role ensures effective and sustainable management of the site while adhering to statutory and regulatory requirements. The Facilities Manager delegates daily operational responsibilities to the Site Manager.
- **Key responsibilities:**
 - Taking overall responsibility for compliance with the Health and Safety at Work Act 1974.
 - Ensuring compliance with all relevant health and safety regulations, including the Fire Safety Order 2005, the Control of Asbestos Regulations 2012, and the Workplace Health and Safety Regulations 1992.
 - Oversee the implementation of the school's Asset Management Plan and estates strategy, including capital works and improvement programs.
 - Oversee contracts and procurement related to facilities, ensuring adherence to financial regulations. Approve procurement and contract tenders as per policy, working closely with the Finance department.
 - Exercise delegated authority over facilities and premises budgets in line with the school's financial regulations, ensuring value for money, cost-efficiency, and compliance with the Procurement Act 2023.
 - Monitor energy usage, sustainability efforts, and carbon reduction strategies to ensure that efficient targets are met.
 - Supervise the annual planned preventative maintenance of the school.
 - Align the estates and facilities strategy with the School Improvement Plan, ensuring that the physical environment supports teaching, learning, inclusion, and student wellbeing.
 - Develop strategies to facilitate the school program and manage stakeholder expectations.
 - Ensure that policies and procedures are current, compliance trackers are maintained, and audits are conducted in a timely manner.
 - Oversee the school's risk management strategy related to facilities, delegating operational checks and record-keeping to the Site Manager.
 - Maintain the school's compliance register and ensure adherence to the Department for Education's guidelines on good estate management.
 - Directly supervise two staff by setting objectives, monitoring performance, and ensuring proper staffing.
 - Provide oversight of catering operations to ensure compliance with statutory health, nutrition, and safety standards, while supporting the school's objectives for healthy living.
 - Ensure that the facilities teams receive appropriate training and professional development opportunities.
 - Oversee contractor management at a strategic level, with the Site Manager managing day-to-day site supervision.

- Manage the supplies and premises budget, authorising expenditure and ensuring financial integrity.
- Develop and report on key performance indicators (KPIs) for facilities management, including compliance audit outcomes, sustainability targets, and cost savings, presenting findings.
- Facilitate meetings with governors as needed.
- Cultivate and sustain positive relationships with external stakeholders, including local authorities, contractors, and regulatory bodies.
- Embed safeguarding and child protection responsibilities throughout facilities management.
- Ensure effective delegation of operational responsibilities to the Site Manager and other team members, supporting staff development, succession planning, and continuous professional training.

Other conditions of employment:

- Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Employees shall uphold the school's policy in respect of child protection and safeguarding matters.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- All members of staff are required to participate in the school's appraisal scheme.
- The job description is current as of the date shown, but in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Special conditions of employment:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1971 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their Application Form and are expected to disclose such information at the Appointment Interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police Checks. Prior to taking up the post, the successful candidate will be required to give written permission to the school to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such convictions.

Equal opportunities:

The postholder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified. Employees will be expected to comply with any reasonable request from the manager to undertake work of a similar level that is not specified in this job description.

Person Specification



Criteria	Essential	Desirable	Evidence
Qualifications/Training			
Educated to a minimum standard of GCSE [Grade A*–C] or equivalent in English and mathematics.	x		Qualifications Certificate Application form
Educated to degree level.		x	
Appropriate Health and Safety accreditation or willingness to work towards such, e.g., IOSH /MIIRSM / CIEH / NEBOSH.		x	
Experience/Knowledge			
Relevant experience in an H&S role, including monitoring, auditing, and inspecting health & safety standards. Experience in overseeing a facilities team.	x		Qualifications References Interview Assessment
Experience working in an educational environment.		x	
Experience of working within a facility environment and working on construction and/or maintenance projects.	x		
Experience in delivering training to staff and contractors and into accessible language.	x		
Strong planning and <u>prioritising</u> skills.	x		
Awareness of business continuity issues relating to critical incidents.		x	
Strong <u>organisation</u> , communication, and <u>prioritisation</u> skills.	x		
Ability to maintain accurate records and filing systems.	x		
To be able to demonstrate proficient ICT skills.		x	
A strong knowledge and understanding of the UK		x	

GDPR and safeguarding.			
Effective communication skills, both verbal and written.		x	
Personal Qualities			
To be dependable, honest, trustworthy, discrete, and capable of handling confidential information and maintaining confidentiality and being able to resolve conflict with equanimity	x		References Interview Assessment
To be well <u>organised</u> and have good people skills.	x		
The ability to thrive both independently and as part of a team.	x		
To be hard working and emotionally resilient, able to work under pressure, able to <u>prioritise</u> and flexible working to deadlines.	x		
To be able to understand and be committed to equal opportunities for all members of the school community.	x		
Performance indicators			
Evidence of compliance with statutory requirements and audit pass rates.	x		References Interview Assessment
Achievement of cost savings and efficiency improvements.			
Delivery of facilities projects on time, within budget, and aligned with school improvement priorities.			
Effective delegation and development of Site and Catering Managers, evidenced through appraisal outcomes.			



Recruitment Schedule and Other Information

ACTIVITY	DATE
Salary	Grade 11
Closing Date for Application	Friday 17 th October 2025
Interview	W/C 20 th October 2025
Offer	Asap
Start date	Asap

How to Apply

Bring your true self, expertise, and passion to Villiers where we are continuing to strive to build a school where authentic inclusion and belonging is at its heart. Every one of our staff and students' identities, backgrounds and diverse experiences makes us who we are – so embrace yours by applying today. We acknowledge our need to address the current underrepresentation of staff from LGBTQ+ communities those with disabilities and minority backgrounds.

To apply, please complete the “Support Staff application form”, addressing the details included in the job description and person specification.

We will also need supporting statements detailing why you are a good fit for Villiers High School and this role.

Queries & Support

Thank you for your interest in Villiers High School and if you have any queries, or require support in submitting your application, or need any adjustments due to a disability or neurodiverse condition please contact a member of HR Team on HR@villiers.ealing.sch.uk or +44 (0)20 8813 8001.