



Phoenix Values

Community | Respect | Engagement | Aspiration | Trust | Equality

JOB DESCRIPTION

FACILITIES MANAGER

At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of our students.

GRADE: NJC SCALE PO5 POINT 39 - 42
FULL TIME 52 WEEKS, 35 HOURS PER WEEK
FLEXIBILITY IN WORKING HOURS IS EXPECTED TO MEET THE NEEDS OF THE SCHOOL
THE POSTHOLDER WILL BE EXPECTED TO TAKE THEIR ANNUAL LEAVE ENTITLEMENT DURING THE SCHOOL HOLIDAYS

RESPONSIBLE TO: EXECUTIVE HEADTEACHER, SBM AND DEPUTY SBM

PURPOSE OF THE JOB

The Facilities Manager ensures the safe, compliant and efficient management of the Phoenix estate across three sites Phoenix School, Phoenix Upper North and Phoenix Upper South.

The role leads on statutory compliance, PFI exit readiness, health and safety, maintenance, security, capital projects and lifecycle planning, hard and soft FM services, site operations, cleaning, vehicles, playgrounds and grounds, and team leadership.

Working closely with the SBM and DSBM, the post holder ensures that the built environment consistently supports high-quality teaching and learning, meets regulatory requirements and provides a safe, welcoming and inclusive environment for students, staff and the wider community.

THE MAIN AREAS OF RESPONSIBILITY ARE:

STRATEGIC ESTATES LEADERSHIP:

- Work collaboratively with the SBM and DSBM to develop and deliver a multi-year estates strategy across all Phoenix sites, ensuring operational planning, decision-making and implementation are aligned with school needs.
- Provide professional advice on maintenance planning, building condition, asset investment and site improvements.
- Contribute to fully costed proposals for maintenance works, refurbishments, compliance requirements and capital projects.
- Attend leadership, operational and estates planning meetings to present updates, risks and recommendations.
- Lead long-term lifecycle planning for buildings, plant and infrastructure, and ensure effective delivery of planned works that meet operational needs and strategic priorities.

- Commission and review cyclical building condition surveys and maintain the Asset Management Plan.
- Develop and maintain a prioritised backlog maintenance register across all sites.
- Support strategic planning for future expansion and efficient use of internal and external spaces.

PFI EXIT AND POST-PFI OPERATIONS:

- Lead the school's operational readiness during the PFI exit period.
- Ensure all compliance documentation, asset data, maintenance history and handover records are complete, accurate and up to date.
- Work with the SBM and DSBM to design future arrangements for maintenance, servicing, contracts and compliance monitoring post-PFI.
- Identify transition risks and provide mitigation recommendations, reporting progress to leaders and Governors as required.
- On completion of the exit process, integrate all estates, compliance, maintenance and contract management responsibilities into the standard operational estates and continue to improve systems, value for money and service quality.

MULTI-SITE OPERATIONAL MANAGEMENT:

- Oversee day-to-day operations across all sites, ensuring each campus is safe, secure, functional and well-maintained.
- Implement and maintain consistent estates procedures, reporting systems and compliance processes across sites.
- Manage emergency response arrangements, ensuring robust on-site and out-of-hours procedures are in place and understood.
- Ensure buildings, grounds and facilities are consistently prepared to support teaching, learning, events and wider community use
- Manage and oversee key-holding arrangements across all sites, including call-out rota and out-of-hours access.
- Ensure site access is safely managed for evening events, meetings, lettings and community use.
- Oversee community use and lettings of school facilities, ensuring safe access, compliance with safeguarding and H&S, and appropriate handover procedures.
- Coordinate with the School Office to ensure lettings bookings align with site availability and staffing.
- Hold regular site-walks and coordination meetings with site teams to maintain consistent standards across all campuses.
- Liaise regularly with Office, ICT, Catering, PE and SEND teams to resolve operational issues impacting learning or safety.

COMPLIANCE, HEALTH & SAFETY AND RISK MANAGEMENT:

- Manage full statutory compliance including fire safety, water hygiene, asbestos management, gas and electrical safety, COSHH, working at height, manual handling, contractor safety and premises licensing.
- Maintain all compliance logs, inspections, testing schedules and certificates across each site.
- Review, update and maintain risk assessments, safe systems of work and emergency procedures.
- Work with competent external advisers and update the SBM and DSBM on compliance status and risks.
- Participate in H&S audits, internal inspections and statutory reviews.
- Oversee statutory and preventative maintenance of specialist facilities including hygiene rooms, hoisting systems, sensory rooms and therapeutic equipment.
- Ensure any curriculum-specific areas (e.g. DT, science, food tech) meet enhanced safety standards and statutory inspection requirements.

LEADERSHIP OF PREMISES MANAGERS AND CLEANING TEAMS:

- Line manage Premises Managers, ensuring high standards of building performance, maintenance, safety and professionalism.
- Manage cleaning teams (in-house or contracted), ensuring high standards of cleanliness, hygiene and productivity.
- Conduct supervision, appraisal, training, development and performance management.
- Ensure all estates staff understand and follow safeguarding, H&S and compliance requirements.
- Promote a positive, supportive and solutions-focused culture.

MAINTENANCE, SECURITY AND FACILITIES MANAGEMENT:

- Oversee all Planned Preventative Maintenance (PPM) and ensure schedules are implemented on time.
- Manage reactive maintenance and ensure repairs are completed safely, efficiently and to a high standard.
- Oversee security arrangements including access systems, alarms, CCTV, key control and contractor access.
- Manage grounds maintenance, site signage and external areas.
- Working alongside the SBM/DSBM, collaboratively plan and lead on minor projects, refurbishments and capital works, contractors, surveyors, architects and project managers.
- Collaborating with the SBM/DSBM discuss and lead on lifecycle planning and programme scheduling to meet the needs of the school
- Manage cleaning quality assurance and scheduling.
- Manage waste and recycling services across the estate.
- Work in partnership with the School Office to oversee all aspects of school vehicle management, including scheduling servicing, organising MOTs, arranging repairs, maintaining vehicle records, ensuring insurance and compliance documentation are up to date, and ensuring all vehicles meet statutory safety requirements.

- Oversee the maintenance, repair and replacement cycle of school furniture, fixtures and equipment across all sites.
- Coordinate relocations, classroom moves and safe storage of equipment across sites.

CONTRACTOR SAFETY, RAMS AND ATW OVERSIGHT:

- Oversee and verify all contractor Risk Assessments and Method Statements (RAMS), ensuring they are suitable, sufficient and aligned with site-specific risks.
- Issue and authorise Authority to Work (ATW) permits for contractors, ensuring all work activities are clearly defined, risk-assessed and safely controlled.
- Monitor contractor compliance with safeguarding, health and safety, site rules and statutory requirements, escalating concerns where necessary.
- Conduct periodic checks and on-site audits to ensure contractors adhere to RAMS, H&S legislation and school standards.
- Maintain accurate records of RAMS, ATWs, contractor inductions, permits and compliance checks across all sites.

PLAYGROUNDS, EXTERNAL AREAS AND GROUNDS MANAGEMENT:

- Lead on the inspection, maintenance and safety of all playgrounds, outdoor learning areas, sports surfaces and external grounds across all sites, ensuring they remain safe, clean, secure and fit for purpose.
- Work collaboratively with the School Office and Head of PE to ensure playgrounds, sports areas and external spaces meet curriculum, timetabling and wellbeing needs.
- Oversee contractor works relating to grounds maintenance, playground repairs, line-marking, sports surfaces and seasonal upkeep.
- Ensure all outdoor equipment, fixed play installations and activity areas are inspected routinely and meet statutory safety standards.

BUDGET, PROCUREMENT, CONTRACT MANAGEMENT AND ENERGY MANAGEMENT:

- Support the SBM and DSBM in preparing and managing estates and compliance budgets.
- Collaboratively work with DSBM to obtain quotes, prepare specifications and assist with competitive tendering processes.
- Ensure contracts deliver value for money and meet performance expectations.
- Monitor spending, approve purchases, and maintain stock and equipment inventories.
- Lead sustainability and environmental initiatives across the sites.
- Support procurement of energy, waste and sustainability services and promote sustainable practices across all sites and teams.

SYSTEMS, REPORTING AND ADMINISTRATION:

- Maintain accurate electronic and paper-based estates records, including compliance logs, asset registers, servicing records and contractor documentation.
- Ensure the estates Helpdesk system is used by all site staff and provides accurate reporting data, and implementing any new reporting systems.
- Provide regular written reports to the SBM, Executive Headteacher and Governors covering compliance, estates performance, risks and PFI transition progress.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Governors.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or as reviewed by the Governing Board.
- Participating in the school appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.
2. Staff are expected to comply with any reasonable request Executive Headteacher to undertake work of a similar level that is not specified in this job description.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

SAFEGUARDING

Phoenix is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment



PERSON SPECIFICATION

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All post holders are expected to demonstrate a commitment to Equal Opportunities, a proven ability to work effectively in culturally, and linguistically diverse environments

PLEASE ADDRESS EACH OF THE FOLLOWING AREAS IN YOUR PERSONAL STATEMENT

TRAINING AND QUALIFICATIONS:

Criteria	Essential	Desirable
IOSH Managing Safely or equivalent H&S qualification	✓	
NEBOSH General Certificate or equivalent		✓
Facilities Management qualification (IWFM/BIFM, City & Guilds, Building Services, Estates Management) or equivalent	✓	
Evidence of continued professional development		✓

EXPERIENCE AND EVIDENCE:

Criteria	Essential	Desirable
Managing estates/facilities across multiple sites	✓	
Leading premises, caretaking, cleaning and contractor teams	✓	
Managing statutory compliance (fire, water, asbestos, gas, electrical)	✓	
Lifecycle planning and long-term maintenance programmes	✓	
Managing contractors, SLAs, PPM and reactive maintenance	✓	
Experience in an education environment		✓
Capital/refurbishment project experience	✓	
Supporting senior leaders with estates strategy & compliance reports	✓	
Emergency response & out-of-hours operations	✓	

KNOWLEDGE AND UNDERSTANDING:

Criteria	Essential	Desirable
Statutory compliance knowledge (fire, water, asbestos, COSHH, electrical, gas)	✓	
Understanding of FM across multi-site estates	✓	

Asset management, condition surveys, lifecycle planning	✓	
Safeguarding requirements in school settings	✓	
Experience in PFI frameworks		✓
Sustainability & energy management	✓	
Contract management & procurement best practice	✓	
Statutory compliance knowledge (fire, water, asbestos, COSHH, electrical, gas)	✓	

SKILLS AND ABILITY:

Criteria	Essential	Desirable
Leadership & team management	✓	
Ability to priorities across multiple sites	✓	
Excellent communication & interpersonal skills	✓	
Producing clear estates reports	✓	
Organisational & project management skills	✓	
Problem-solving & critical thinking	✓	
Interpretation of technical/compliance information	✓	
IT literacy (Helpdesk, MS Office, compliance software)	✓	
Full UK driving licence and travel between school sites	✓	

PERSONAL QUALITIES:

Criteria	Essential	Desirable
High professional integrity and confidentiality.	✓	
Proactive, self-motivated, and solution-focused.	✓	
Adaptable, resilient, and able to manage competing priorities.	✓	
Committed to promoting a positive, inclusive, and supportive school culture.	✓	
Willingness to constructively challenge and support teams to continuously improve performance.	✓	

SAFEGURADING & COMPLIANCE:

Criteria	Essential	Desirable
Commitment to safeguarding & child welfare	✓	
Willingness to complete safeguarding training	✓	
Enhanced DBS clearance	✓	

The Governing Body of the school is committed to safeguarding and promoting the welfare of children, young people, and staff and the Executive Headteacher must ensure that the highest priority is given to following all safeguarding guidance and regulations. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity. To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.