



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

Academic Year 2025/2026

Dear Colleague

FACILITIES/OPERATIONS MANAGER

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply

If you would like to visit the school, please contact Janina Zachopoulos-Butler, Headteacher's PA via office@whitmore.harrow.sch.uk

I look forward to hearing from you.

Yours sincerely

J.E. Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. Online searches may be completed for shortlisted candidates as part of due diligence checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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FACILITIES/OPERATIONS MANAGER

G10 - £45,117 per annum

Monday to Friday: 8.00am – 4.15pm (with an unpaid 1-hour lunch break)

Full-time (plus annual leave entitlement)

Purpose

To be accountable to the Headteacher and Governing Body of Whitmore High School for the effective operational management of the school premises (building and grounds) and ensuring Health and Safety legislative compliance relating to people (staff, students and visitors) and property is met.

Be collectively accountable for and make significant contribution to the development and achievement of the school's strategic plans, targets and specifically leading and advising on Health and Safety and Facilities management.

Reporting to

Headteacher and Governing Body

Job Description

The Facilities/Operations Manager will:

- Act as the Health and Safety Responsible Person for Whitmore High School leading on H&S, ensuring legislative compliance.
- Oversee health and safety and facilities management ensuring effective deployment of staff to meet the current and future needs of the school.
- Act as the Educational Visits Co-ordinator for the school
- Ensure all school premises policies (including tendering) are implemented correctly and efficiently.
- Line manage associated staff within delegated responsibility and to create/maintain a culture of high expectations. Responsible for managing the Site Team consisting of 4 staff with direct line management of the Site Manager who is responsible for: ensuring the safe and effective operation of the school site; identifying and actioning reactive repairs; supporting the Facilities/Operations Manager with developing and delivering site maintenance and site investment projects; liaising with contractors on site to ensure they undertake the required works whilst complying with the school's procedures; ensuring the site team comply with H&S requirements for the school site and has line management of 3 site supervisors ensuring minimum staffing levels at all times.
- Advise on strategic matters relating to the management of the premises in terms of its maintenance and refurbishment for the future in accordance with the PPM schedule.
- Effectively co-ordinate site services to ensure the smooth running of the School. This includes managing the catering & cleaning suppliers and introducing and operating a premises job management system.
- Promote the efficient use of the school assets, and co-ordinate services to meet the requirements of the school. This includes ensuring close teamwork between the teams handling premises, cleaning and lettings functions. It also includes ensuring teamwork between building project suppliers and the premises function.
- Oversee the work of the Site Manager in respect of facilities management, health and safety matters ensuring action is implemented, as appropriate.
- Devise a development plan and maintenance schedule with the Site Manager, Headteacher and Governors for premises upkeep and refurbishment.
- Oversee the management of the asset management plan and the building improvement plan including external bids.
- Formulate, monitor, implement and review the school's Health & Safety policy.
- Ensure compliance of the school's Health & Safety obligations are met.
- Advise on all Health and Safety matters including measures in the event of emergencies, updating Business Continuity Plan on an annual basis.



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- Ensure regular checks of buildings and grounds and agree with the Site Manager the necessary maintenance, repair and renovation of buildings, furniture and fittings in accordance with budgetary provision.
- Be directly involved in the planning and development of any extension or refurbishment to the school buildings.
- Maximise income from lettings and extended school services.
- Implement an effective damage and loss-prevention strategy to minimise insurance and overall costs to budget.

Other duties and accountabilities

- Attend relevant CPD courses to enhance knowledge and to place the school in a position to be foremost in current legislation.
- Contribute to the overall ethos, work and aims of the school.
- Respect the confidentiality of all information relating to pupils, staff and their families.
- Undertake such other duties commensurate with the post.

All duties are subject to periodic review and job descriptions can change according to the needs of the school.

Person Specification

The person appointed will:

- Have qualifications or experience relevant to the role as follows:
Desirable Qualifications - Health and Safety certificate (IOSH/ NEBOSH) or other qualifications in facilities management or related area e.g. Professional Certificate in Managing Health and Safety in School Facilities, membership of Facilities Management professional body (BIFM) or equivalent experience relevant to the role; training as required will be provided in post.
Essential qualifications - GCSEs or equivalent at grade C/5 or above including Maths and English
- Believe in the vision, values and culture of the school;
- Be a strategic thinker who keeps up-to-date regarding national educational research and policy and can distil implications and opportunities from that context;
- Evidence where they have led a team where outcomes remained outstanding or improved under their leadership;
- Be a team player who is able to develop and sustain supportive working relationships with colleagues both within and outside the school;
- Evidence commitment to research based, reflective practice and how they have incorporated this into school improvement;
- Be confident in the interpretation, analysis, and presentation of data (educational, financial and operational);
- Evidence management experience;
- Demonstrate commitment to their own professional development, including recognising any areas where they may need support within the first 12 – 18 months; and
- Be committed to the principles and practice of inclusion and equal opportunities for all
- Be committed to the principles and practice of safeguarding all young people

Academic Year 2024/2025