

Job Description

TITLE:	Facilities Manager
GRADE:	Management Level 5
REPORTS TO:	Deputy Group Director of Estates
RESPONSIBLE FOR:	Campus Facilities Team
HOURS:	Contracted for 35 hours per week

Purpose of the Role:

To oversee the day-to-day delivery of facilities management services across a single campus, ensuring all buildings, services and spaces are safe, efficient and compliant with statutory and organisational standards. The role leads the Campus Facilities team, providing direction, support and supervision, and works collaboratively with the wider estates function.

The postholder manages campus space, including teaching and non-teaching areas, coordinating moves and relocations as needed. They are responsible for maintaining accurate asset information within the CAFM system and supporting the monitoring and reporting of minor works projects.

The role also supports the Facilities Coordinator with lettings and lease activity, contributing to the effective and efficient use of campus facilities.

Key Responsibilities:

Facilities Management:

- To manage the college space in order to maximise utilisation of the available accommodation.
- To undertake periodic space utilisation audits and identify under-utilised areas and suggest more appropriate use.
- Support the Deputy Group Director of Estates in undertaking periodic site condition surveys, utilising this information to develop a planned and preventative maintenance programme and refurbishment strategy.

- To be responsible for the effective operation of the mail, goods inwards and delivery distribution process within the campus.
- To maintain an accurate estates asset inventory for the Campus within the CAFM system.
- To act as lead administrator for estates CAFM and service Desk systems, delegating as appropriate to site Facilities Administrators to ensure all updates, log notes, closures and assignments are accurate with evidence provided.
- To devise and implement strategies for minimising energy consumption, whilst maintaining a comfortable environment.
- To support the Deputy Group Director of Estates in specifying, tendering and managing contracts for energy supply and environmental and waste management.
- To become familiar with the nature and operation of the building services plant and equipment.
- Direct Campus facilities team members to comply with all internal procedures and policies – e.g. Procurement, Finance, Mandatory Training, HR.
- To work with the Group Security Manager to ensure an effective and efficient security service is delivered.
- Responsible for the day to day client management of the contracted cleaning service and undertake monthly cleaning contract performance audits and contract reviews.
- To work from a base site but with a requirement to travel to all NCC sites as requested by the Group Director of Estates or Deputy Group Director of Estates.

Management:

- The postholder will lead a Campus Facilities team and work in partnership with the wider Estates function, with clear escalation routes for technical, compliance and strategic matters.
- To line manage the Campus facilities team members, providing supervision, guidance and ensuring training needs are identified and met.

Project Management:

- Support the Facilities Co-Ordinator with project management and progress tracking.
- Support the Group Director of Estates on the timely delivery of planned minor works projects – project costing, pricing, stakeholder liaison and delivery.

Environmental:

- Lead the environmental and sustainability management for the campus.
- Ensure that effective and appropriate systems and processes are in place to maintain compliance with statutory environmental and waste management obligations.

- To ensure all waste, including chemical and electronic is disposed of in accordance with current legislation by licenced contractors and all appropriate records are maintained.
- Design, implement and refine practical systems to maximise recycling, minimise landfill and minimise the college carbon footprint.
- Implement appropriate processes for recording the transfer of controlled and hazardous waste.

Budget Administration:

- Support the Deputy Group Director of Estates in managing contracts associated with the site.
- Support the Deputy Group Director of Estates in specifying, tendering and letting contracts associated with the role.
- Undertake periodic performance audits of suppliers to ensure compliance with statutory requirements, contract terms and conditions and quality of service delivery.
- Support the Group Director of Estates in constructing and managing the allocated budgets associated with the role.
- Regularly market-test prices for services in accordance with the College financial regulations.

In common with other managers:

- All managers will undertake a weekly duty manager slot, at the same time each week, based at an agreed campus from the start date, to support the college community by upholding behaviour policies and assisting with day-to-day issues.
- All managers are required to return to work the week before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and managers will be expected to support enrolment activities throughout this time.
- All Managers will be required to work the open days (three a year) and open evenings.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, including GCSE exam support.

In common with all other staff:

- To support and deliver the College's mission, vision, values and strategic objectives.
- Demonstrated ability to implement HR policies and practices within business support functions, through a diversity, equality and inclusion lens, with a commitment to addressing systemic inequalities.
- Proven ability to plan and deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.

- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold anti-racist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification – Facilities Manager

Education & Qualifications

- GCSEs (or equivalent) in English and Maths.
- Relevant facilities, estates, building services or health & safety qualification (e.g., IWFM Level 3+, IOSH/NEBOSH).
- Evidence of ongoing professional development in facilities management, sustainability, project management or related fields.

Experience

- Managing facilities, estates operations or building services within a multi-site or complex environment.
- Leading and developing staff teams, including supervision and performance management.
- Coordinating planned and reactive maintenance, space utilisation and asset management.
- Using CAFM or service desk systems for estates data, workflow management and reporting.
- Managing external contractors and monitoring service performance.
- Supporting or delivering minor works projects, including costings, scheduling and stakeholder liaison.
- Contributing to environmental, sustainability or waste management initiatives.-management initiatives.
- Working within compliance-driven environments such as education, public sector or commercial estates.

Knowledge, Skills & Behaviours

- Broad understanding of facilities management functions, including maintenance, space planning, cleaning, security and environmental management.
- Confident use of CAFM systems, digital reporting tools and Microsoft Office applications.

- Strong knowledge of statutory compliance requirements relating to estates, health & safety and waste management.
- Effective organisational skills, with the ability to prioritise workloads and coordinate multiple workstreams.
- Clear and professional communication skills, engaging confidently with staff, students, contractors and senior leaders.
- Ability to analyse data, produce reports and maintain accurate records.
- Strong leadership skills, promoting a positive and productive team culture.
- Practical, solutions-focused mindset with strong problem-solving ability.
- Flexible and adaptable approach, able to respond to changing operational needs across sites.
- Professional, proactive and customer-focused attitude.
- Calm, resilient and able to maintain high standards under pressure.
- Collaborative working style, building constructive relationships across the organisation.
- Demonstrates integrity, accountability and a commitment to continuous improvement.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the College's values and expectations.

