



St Christopher Primary School

Facilities Manager

Job Description and Person Specification

Job title: Facilities Manager

Hours: Minimum of 30 hours per week, up to 37 hours per week (working pattern negotiable – some flexibility required)

Salary: 30 hours per week: approximately £26,142–£30,922 per annum (actual salary)-
37 hours per week: approximately £32,244–£38,138 per annum (actual salary)

**Actual salary will depend upon contracted hours and continuous local government service. Employees with five or more years' continuous local government service receive an increased annual leave entitlement, which is reflected in the calculation of term-time-only salary. Precise salary and hours will be confirmed on appointment in accordance with Coventry City Council terms and conditions.*

Contract type: Permanent – Term Time Only + 4 weeks (43 weeks per year)

Responsible to: Headteacher

Directly Responsible for: Site Services Officer, Casual Site Services Officers and Cleaners

Indirectly Responsible for: Contract staff

Job Description

Main Purpose

The Facilities Manager is responsible for managing the site and site staff; ensuring it is fit for purpose, safe, secure, sustainable and a high-quality environment for our pupils, parents, staff and governors.

Premises

- Advise and assist the Headteacher in all premises planning and manage contracts and services – ensuring good value for money.
- Manage in-house refurbishment projects and coordinate external contracted works.
- Contribute to the development and implementation of appropriate plans including Premises Development Plan, Asset Management Plan and Disaster Recovery Plan.
- In collaboration with the Headteacher and finance team, review premises-related contracts/SLAs ensuring high-quality service and best value for money.
- Keep track of capital income and expenditure, including devolved capital, and complete associated paperwork in a timely manner.
- Meet requirements for capital spends as required.

- Develop and maintain electronic/paper-based systems for recording and reporting premises-related documents/records.
- Manage and coordinate the delivery of materials and equipment and ensure all equipment and materials are stored in line with policies.
- Drive the school vehicle, as required, for school business, including the collection and transportation of goods, tools, equipment and materials. From time to time, this may also include transporting pupils to and from school events, activities or sporting fixtures, in accordance with school policies, safeguarding procedures and risk assessments.
- Ensure that facilities and technical risks are accurately represented in the Risk Management Plan and that appropriate measures are in place and monitored.
- In partnership with the Headteacher, be responsible for devising, reviewing and updating the school's Disaster Recovery Plan, ensuring that all such procedures are communicated to all staff.
- Liaise with Office Team and IT Support to ensure all equipment is security marked and stored as indicated in the audit.
- Support the admin team in ensuring the reprographics facilities are working and replace all toners, cartridges and other replaceable consumables when required. Be a first point of contact for staff for the machines, along with contacting suppliers for servicing and routine maintenance when required.
- Support the IT service provider by relocating equipment and supporting them with minor repairs, e.g. securing cables or re-trunking.
- Manage the letting of the school facilities to outside agencies and for school events including arrangements such as staffing cover, heating and appropriate access.
- Carry out agreed regular checks and monitoring of the site for safety, security and quality assurance.
- Manage the Site Services Officer and Casual Site Services Officers.
- Manage the cleaners.

Health, Safety and Security

- Oversee site security and manage key holders.
- Assist with emergency situations or procedures such as fire evacuation, lockdown and first aid.
- Cover the Site Services Officer (SSO) in their absence or coordinate cover if required.
- Be an assigned key holder and a second response if needed to the security provider in the event of alarm call-outs outside normal working hours.
- In collaboration with the Headteacher and Health and Safety Adviser, lead on health and safety coordination across the school, ensuring that statutory and audit requirements are met.
- Work alongside the Headteacher to ensure Health and Safety-related policies are up to date and adhered to.
- Provide health and safety reports if required by the Headteacher/Governors.
- Be responsible for aspects of risk management associated with the school site and health and safety procedures, ensuring that all necessary checks are in place to meet audit requirements.
- Manage and coordinate required risk assessments, display screen assessments and COSHH procedures.
- Ensure the installation and maintenance of equipment for protection against and escape from fire. Maintain records and IT systems to ensure regular practices of all emergency procedures.
- Assist the Headteacher in ensuring emergency procedures are current and timely and implement and produce an annual Fire & Emergency Evacuation Plan.
- Keep abreast of health, safety and welfare legislation at work.
- Arrange and, where applicable, attend relevant training.
- Be responsible for the ordering and checking of invoices, monitoring of budgets and stock records of all consumables, equipment and tools within the responsibility of the post.
- Ensure safe storage, labelling and control of any potentially harmful materials and chemicals used on site.

- Oversee the required compliance checks, servicing and maintenance associated with the school's solar panel system, ensuring appropriate records are maintained and liaising with specialist contractors where required.

Repair and Maintenance

- Manage and coordinate the repairs and maintenance of equipment and fixtures on the school site.
- Ensure repairs to equipment or fixtures are completed in a timely manner and to a satisfactory standard.
- Repair and maintain equipment and fixtures to a satisfactory standard, e.g. repairs to floor coverings, fixing shelving, fixing slabs on pathways, painting and decorating.
- Carry out refurbishment projects in school, e.g. move internal doors or walls to create new spaces.
- Complete outdoor projects, e.g. lay planters, make benches and design other bespoke play or outdoor furniture.
- Seek quotes for repairs and maintenance in line with school protocol and organise/coordinate agreed works.
- Complete investigative work to identify persistent problems, e.g. drainage issues, and identify solutions.
- Manage and coordinate the movement or disposal of furniture or equipment.
- Provide the client link for contractors; monitor and evaluate contracts and services ensuring good value for money and satisfactory completion of works.
- Be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical and heating services, including ensuring the completion of annual testing, monitoring and recording of meter readings, maintaining required temperatures and hot water supply and recording, taking appropriate action to ensure safe levels of heating, lighting and ventilation.
- Review gas, electricity and water usage and advise the Headteacher on possible energy-saving methods.
- Ensure tools and machines are in good working order, that they are stored correctly and maintained in good condition.
- Operate hired machinery, e.g. small scaffold tower, to repair or maintain hard-to-reach areas where appropriately trained.
- Plan a schedule of works during holiday times and monitor progress and standards.
- Be accountable for the Repairs and Maintenance budget delegated by the Headteacher.

Professional Responsibility

- Undertake all necessary training required by the school, Council or contractors.
- Be responsible for own continuing professional development, undertaking training as appropriate and keeping a record of certification.
- Undertake other such duties as are within the scope and spirit of the job purpose, title of the post and its grading.
- Participate in an annual review to discuss achievements in line with the job description and identify any training needs.
- Fulfil any other duties and responsibilities commensurate with the range and salary grade.

Notes

This job description may be amended at any time in consultation with the post holder.

Job reviewed: August 2026

Headteacher/Line Manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Person Specification: Facilities Manager

Knowledge

Essential

- Knowledge of relevant health and safety regulations, including COSHH and risk assessment, and how these apply within a school or similar environment.
- Knowledge of moving and handling procedures.
- Knowledge of premises management, health and safety and risk management.
- Knowledge of the technical aspects of equipment and specifications required to undertake repair and maintenance work, including preventative measures.
- Good practical and technical knowledge associated with building maintenance, repairs and a construction or skilled trade.
- Basic understanding of IT and digital systems and their use within the workplace.
- Knowledge and understanding of GDPR and the need to maintain confidentiality at all times.

Desirable

- Knowledge of audio/visual equipment and systems.
- Knowledge of building management, mechanical/electrical or renewable-energy systems.
- Experience of putting relevant health and safety requirements into practice.

Experience

Essential

- Significant experience within a construction trade, skilled trade, building maintenance or similar practical role.
- Experience of project management or coordinating repair, maintenance or refurbishment works.
- Experience of managing or monitoring budgets.
- Experience of supervising or managing one or more members of staff, including allocating work, monitoring standards and providing day-to-day support and direction.
- Experience of managing contractors and third parties.
- Experience of procuring goods/services, obtaining quotations and negotiating good value for money.
- Experience of carrying out general repairs and maintenance.

Desirable

- Experience of working in a school or similar environment.
- Experience as a Facilities, Premises, Site or Estates Manager.
- Experience of managing larger refurbishment or capital projects.
- Substantial experience within a recognised construction or building trade.

Attitude and Approach

Essential

- Honesty and integrity.
- Professional and approachable.
- Willingness to learn new skills.

- Flexibility and commitment to meeting the needs of the school.
- Self-motivated with a positive, 'can-do' team approach to work.
- Reliable and responsive.
- Well-presented and articulate.
- Practical, resourceful and solution-focused, with a willingness to take a hands-on approach to the role.
- Willingness to become involved in the life of the school in accordance with the ethos of the school and achievement of the school aims.
- Ability to be a positive role model to children and follow the school's Code of Conduct.
- Ability and willingness to respond flexibly to the requirements of community lettings, emergency call-outs and school events.

Skills and Abilities

Essential

- Literacy skills to complete forms, read and understand instructions and maintain appropriate records.
- Numeracy skills to check stock levels and deliveries, monitor expenditure and measure areas.
- Competent everyday IT and digital skills, including the ability to type and produce basic documents and records.
- Ability to use email and Microsoft Teams to communicate effectively with colleagues and external providers.
- Ability to use apps and web-based systems required for the role, for example to control and monitor heating and other building systems.
- Ability to use a computer, tablet and smartphone confidently for work-related tasks and willingness to learn new apps and digital systems used by the school.
- Financial planning and negotiating skills with the ability to manage a budget.
- Excellent organisational skills, including time management, with flexibility and adaptability in carrying out tasks and balancing reactive tasks with planned work.
- Ability to investigate problems and identify practical solutions to complex or persistent issues.
- Excellent interpersonal skills, with the ability to relate to other professionals, pupils, parents, external third parties and other stakeholders.
- Ability to communicate in an assertive but friendly and professional manner, including by telephone, email and in person, maintaining confidentiality at all times.
- Ability to follow recognised and agreed procedures and regulations in respect of duties relating to ordering, lettings, heating, cleaning and caretaking, in accordance with Health and Safety requirements, and to respond appropriately to emergencies.
- Ability to plan, prioritise and organise own work and that of others.
- Strong practical skills and the ability to undertake a range of general repair, maintenance and handyperson tasks.
- Ability to recognise when work requires an appropriately qualified or specialist contractor.
- Ability to identify areas where repair, maintenance or cleaning is required and follow up to ensure appropriate standards are met.
- Ability to understand information and operating instructions relating to equipment and pass appropriate instructions and guidance to colleagues.

Desirable

- Planning and project-management skills.

Qualifications and Other Requirements

Essential

- Educated to GCSE/BTEC/Level 3 standard or able to demonstrate an equivalent level of knowledge and experience.

- Relevant practical experience within a recognised construction/skilled trade or building maintenance environment.
- Basic literacy, numeracy and IT skills.
- Relevant professional qualifications or willingness to undertake appropriate qualifications and professional development.
- Up-to-date First Aid at Work qualification or willingness to undertake the appropriate qualification.
- Full UK driving licence and willingness to drive the school vehicle for work-related purposes, including collecting and transporting goods, tools, equipment and materials and, from time to time, transporting pupils to school events, activities or sporting fixtures.

Desirable

- Recognised Level 3 or equivalent qualification in a relevant trade, such as carpentry/joinery, plumbing, electrical, construction, building maintenance or another appropriate skilled trade.
- Facilities management qualification.
- Relevant health and safety qualification.

Safeguarding

St Christopher Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant's appointment will be subject to the school's safer recruitment procedures and satisfactory pre-employment checks, including an Enhanced Disclosure from the Disclosure and Barring Service.