



THE JOHN FISHER SCHOOL

FOUNDED 1929

Facilities Manager

Salary/ grade:	NJC Scale Points 28-33
Contract Type:	Full time
Working Hours:	36 Hours Per Week
Start Date:	September 2025
Reports to:	Director of Finance & Operations

Job Purpose

The Facilities Manager will be responsible for the effective management, maintenance, and development of the school site and buildings, ensuring that facilities are safe, compliant, and fit for purpose. This includes overseeing planned and reactive maintenance, ensuring accurate record-keeping on Statlog, and managing lettings to maximise community use and income.

Key Responsibilities

MAINTENANCE & SITE MANAGEMENT

- Lead on the maintenance and upkeep of all buildings, grounds, fixtures, and fittings to ensure a safe, attractive, and functional environment.
- Oversee planned preventative maintenance and coordinate repairs, using Statlog to log, track, and report on all maintenance tasks and compliance checks.
- Monitor and manage contractor performance, ensuring works are completed to a high standard, on time, and within budget.
- Ensure statutory testing (e.g., fire safety systems, water hygiene, electrical installations) is carried out in accordance with legal and regulatory requirements.

HEALTH, SAFETY & COMPLIANCE

- Act as the school's primary point of contact for health and safety matters relating to the site.
- Maintain accurate records of all safety inspections and risk assessments.
- Support fire safety, first aid provision, and emergency planning, including regular drills and inspections.
- Act as the schools Sustainability Lead and deliver the schools Climate Action Plan.

STATLOG & ASSET MANAGEMENT

- Ensure Statlog is kept up-to-date with all maintenance activities, compliance checks, and asset records.
- Generate regular reports for the Senior Leadership Team and Governors on site compliance and maintenance.
- Monitor warranties, service agreements, and scheduled works to ensure timely action is taken.

LETTINGS & COMMUNITY USE

- Manage school lettings to ensure the efficient and profitable use of facilities outside school hours.
- Liaise with hirers to ensure bookings are well-organised, facilities are prepared, and safeguarding and security arrangements are in place.
- Monitor lettings income and usage levels, making recommendations to increase occupancy where appropriate.

TEAM LEADERSHIP & SUPERVISION

- Line manage the site team, including caretakers and cleaning staff.
- Organise staff rotas, holiday cover, and overtime as required.
- Promote a culture of pride, ownership, and high standards within the facilities team.

Person Specification

ESSENTIAL

- Proven experience in facilities, estates, or site management.
- Strong understanding of building maintenance, compliance, and health & safety legislation.
- Experience using facilities management systems (Statlog or similar).
- Excellent organisational skills and ability to manage multiple priorities.
- Strong communication skills.
- Practical skills in building repairs and maintenance.

DESIRABLE

- Experience working in a school or educational environment.
- IOSH/NEBOSH qualification in Health & Safety.
- Experience in managing lettings and income generation.
- Knowledge of safeguarding procedures.

Safeguarding

The John Fisher School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Closing date: 27th August 2025