



Job Description: Facilities Manager

Reports to:	Vice Principal – Business & Community
Start date:	ASAP
Location:	Ark Globe Academy, Harper Rd, London SE1 6AF
Contract:	Permanent, all year round
Hours:	8am until 4pm (unless covering a shift)
Salary:	Grade 10: £42,398-£49,502)

The Role

The Facilities Manager plays a pivotal role in ensuring the academy's physical environment is safe, efficient, and welcoming for all users. This position is responsible for the strategic and operational oversight of premises-related functions, including maintenance, security, cleaning, lettings, and contractor management. By leading the premises team and liaising with external service providers, the Facilities Manager ensures that the academy's buildings and grounds are maintained to the highest standards, supporting both educational excellence and community engagement.

With a strong focus on compliance, sustainability, and value for money, the Facilities Manager contributes to the smooth running of the academy by implementing key policies and procedures, particularly those relating to health and safety. This role also involves budget management and the optimisation of systems to reduce energy consumption and operational costs. As a principal key holder and designated first aider, the Facilities Manager is integral to the day-to-day functioning and long-term development of the academy's facilities.

Overall Premises Management

- Lead all aspects of premises operations including maintenance, security, lettings, cleaning, procurement, and contractor oversight.
- Manage the premises team to ensure high standards of upkeep and responsiveness.
- Ensure the academy presents a safe, clean, and welcoming environment for pupils, staff, visitors, and contractors.
- Implement and uphold academy policies, procedures, and risk assessments.
- Oversee premises budgets, ensuring value for money and sustainability in operations.
- Act as principal key holder.

Premises Operations

- Ensure adequate staffing for daily site needs and emergencies.
- Use Ark systems (e.g. Every, Concerto) to track maintenance and compliance.
- Provide training for premises staff and whole school (e.g. manual handling, working at height, fire warden training).
- Maintain inventory of furniture and fittings.
- Maximise lettings income and ensure facilities are prepared and restored appropriately.

Building & Grounds Maintenance

- Ensure all equipment and plant are operational during academy hours and events.
- Carry out and coordinate maintenance and repairs.
- Maintain clean, hazard-free grounds and accurate building plans.



- Manage contracts and services, ensuring compliance with Ark procurement guidance.
- Oversee catering equipment maintenance and ensure equipment is in full working order.
- Develop a 10-year strategic maintenance plan by using a condition survey report.
- Submit funding bids for sustainability initiatives (e.g. LED lighting).

Cleaning

- Liaise with contractors to ensure whole school cleaning standard is maintained to a high level.
- Respond promptly to spillages and ensure the school remains graffiti clear.
- Ensure the kitchen meets a 5-star food hygiene standard.

Site Security

- Liaise with the Site Security Team to ensure the Academy is open and closed as required.
- Respond to any out-of-hour issues and liaise with police/fire brigade as needed.
- Manage CCTV systems and key/code/fob security.

Health & Safety

- Lead on all health and safety matters, including incident investigations.
- Participate with any H&S/Fire Risk Inspections and ensure any actions are completed.
- Maintain fire safety equipment and ensure clear escape routes.
- Chair the Health & Safety Committee and act on agreed actions.
- Stay updated on legislation and ensure compliance.
- Maintain and update risk assessments.
- Deliver staff training and manage contractor safety and DBS compliance.
- Report unresolved hazards to the Vice Principal – Business & Community.

Sustainability & Business Continuity

- Optimise the Building Management System and monitor utility usage.
- Support sustainability schemes and carbon reduction initiatives.

Additional Duties

- Set up spaces for teaching, events, and exams.
- Serve on committees and support academy events.
- Carry out fire marshal, till, and invigilation duties as needed.
- Undertake training and work flexibly as part of the Business Support Team.
- Attend and support out of hours academy events e.g., summer fair, parents' evenings
- Share best practice across the Ark network and South London region.
- Carry out other reasonable tasks as directed by the Executive Principal and ALT members

This job description may be updated with agreement from the post holder. Duties align with the ARK Schools pay and conditions of service document.



Other

- To prepare and present reports as required for the Academy Leadership Team and/or Local Governing Body as required by the Vice Principal – Business & Community and Executive Principal
- Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations
- To serve on Health and Safety committees as required
- Carry out other reasonable tasks as directed by the Executive Principal and ALT members
- To carry out first aid, fire marshal and lunch till if required
- To cover reception desk if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- To work collaboratively as a member of the Business Support Team
- To share good practice across the network and South London Region
- Attend and support out of hours' academy events e.g., summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder
- Undertake the main professional duties of Premises Manager / Facilities Manager as set out in the ARK Schools pay and conditions of service document

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Executive Principal's approval.



Person Specification: Facilities Manager

Qualification Criteria

- Right to work in the UK
- Recognised qualification in Facilities Management or equivalent qualification in a relevant area (desirable)
- Relevant Health and Safety qualifications and/or willingness to undergo training as required
- Relevant First Aid Qualification (desirable)

Experience

- Experience of building maintenance ideally within an educational setting
- Experience of managing a team
- Experience of supervising contractors
- Experience of Building Management Systems
- Experience in the management and procurement of service and maintenance contracts

Personal characteristics

- Excellent team leader with a 'can-do' attitude and ability to prioritise tasks
- Strong commitment to providing a high quality service
- Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels
- Demonstrates resilience, self motivation, an ability to make effective decisions, use sound judgment, work under pressure and meet deadlines
- Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies).
- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with children and adults

Skills and Attributes

- Ability to manage, motivate and develop an effective team including managing and reviewing performance against agreed targets
- Ability to organise and supervise the work of others (eg contractors and cleaners)
- Physically fit with the ability to carry and handle heavy items
- The post holder must be able to meet the physical demands of the role
- Ability to verify time sheets, monitor overtime claims, delivery notes, end of lettings forms and to write management reports as required including performance management and monitoring performance against targets
- Highly skilled/ experienced in caretaking, building and/or garden maintenance Experience of plumbing, carpentry or electrical work desirable
- Experience of maintaining grounds, knowledge of maintaining synthetic sports surfaces an advantage
- Able to build relationships with a range of stakeholders and anticipate others' needs



Specific skills

- Ability to use computer control systems
- Excellent numeracy skills
- Willing and able to learn and operate new IT systems and databases
- Understands the importance of confidentiality and discretion
- High level of proficiency with Microsoft Office
- Able to write clearly and concisely and to produce and maintain documents and systems
- Able to manage several projects at once, prioritising accordingly to meet all deadlines
- Excellent communication, writing and editing skills
- Excellent organisation and time-management skills
- Project management skills

Other

- The post holder must be committed to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).