



Job Description: Deputy Facilities Manager

Reports to:	Facilities Manager
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 7: (£33,130-38,596)

The Role

This is an exciting opportunity for someone looking to develop their career in Facilities Management within a large academy.

The Deputy Facilities Manager (DFM) will be responsible for supporting the day-to-day delivery of premises services and facilities operations across the site, ensuring it is maintained in a safe, clean, and secure condition.

The DFM will work alongside the premises team to ensure the effective delivery of site services. This is a hands-on role involving site maintenance, minor repairs, decoration, caretaking, security, waste management, grounds maintenance, minibuss driving, and cleaning.

You will take pride in the site as if it were your own home—treating the academy with care, attention, and respect to create a welcoming and well-maintained environment for all.

Key Responsibilities

- Effectively manage the Soft Services across the Academy.
- Ensure that the academy gives a positive first impression to all users of the building and that pupils, staff, visitors and contractors can work safely and effectively.
- Implement effective and efficient ways of working, including using digital platforms and systems.
- Manage and supervise contractors while working on the academy site.
- Support the management and sign-off of contractor works providing building, maintenance, grounds, and cleaning services to the academy, ensuring these are delivered to the highest standard.
- Ensure that the buildings and grounds are maintained to a high standard.
- Undertake general maintenance and remedial works in-house, calling on contractors if required.
- Be a key holder for the academy site, liaise with the local police station and control allocation of users for the keys for routine and non-routine opening ensuring adequate key holder cover during holiday periods.
- Keep clear records of works carried out by contractors, including compliance information, actively utilizing tracking documents and software and databases.
- Support with raising funds for academy initiatives.
- Ensure that all plant and equipment are available and working effectively during the opening hours of the academy and adjusted as required for evening and weekend use.
- Maintain an accurate asset register and inventory e.g., plant, keys, codes, fobs, furniture, equipment.
- Manage routine activities and compliance checks.



- Maintain key facilities documentation such as risk assessments, building plans and equipment locations, which contributes towards the academy business continuity plan.
- Ensure the main school kitchen is fully operational at all times and clean to a 5* food hygiene standard.
- Be fully competent in managing the CCTV systems and support staff in reviewing/recording incidents.
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved to the Vice Principal – Business & Community

Other

- The post holder may be called out during unsociable hours or at weekends to deal with security issues, carry out emergency repairs, or provide access to contractors working on site during academy holidays or weekends.
- Stay up to date with changes in relevant health and safety legislation, fire safety, and building regulations, ensuring prompt compliance, implementation, and monitoring.
- Carry out reception duties, first aid duties, and assist with the lunch till, if required.
- Share good practice across the network and the South London Region.
- Attend and support out-of-hours academy events, e.g. summer fair, parents' evenings.
- Deputise for the Facilities Manager in their absence.

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: Deputy Facilities Manager

Qualification Criteria

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

Experience

- Experience of building maintenance ideally within an educational setting.
- Experience of supervising contractors.

Personal characteristics

- Excellent team leader with a 'can-do' attitude, able to prioritise tasks and take ownership with minimal supervision.
- Strong commitment to delivering a high-quality service, with a keen eye for detail and sound judgement.
- Clear and tactful communicator, confident engaging with people at all levels, including children and adults.
- Resilient and self-motivated, able to make effective decisions under pressure and meet deadlines.
- Flexible and dependable—willing to work varied shift patterns, be on call for emergencies, and adapt to changing needs.
- Passionate about supporting every pupil and committed to helping them reach their full potential.
- Highly organised and able to multi-task, calmly managing competing priorities with a diplomatic approach.
- Approachable and helpful, with excellent interpersonal skills and a positive, professional manner.
- Keen to learn and continuously develop skills, while exercising discretion and maintaining confidentiality.

Skills and Attributes

- Ability to manage, motivate and develop an effective team.
- Ability to organise and supervise the work of others (e.g. contractors and cleaners).
- The post holder must be able to meet the physical demands of the role.
- 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

- Proficient in Microsoft Office and computer control systems, with excellent numeracy and written communication skills.
- Able to manage multiple projects simultaneously, prioritising effectively to meet deadlines.
- Organised and detail-oriented, with strong time-management and editing abilities.
- Willing to learn and operate new IT systems and databases, including taking a MIDAS driving test.
- Understands the importance of confidentiality and discretion, and communicates clearly and professionally.

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](#).