

Salary: £34,273 to £37,570 per annum

Responsible to: Head of Estates and Safety Management

Responsible for: Site Assistants/Caretakers

Location: Medina College (and 6th Form) and Carisbrooke College

Summary

The Estates and Facilities Manager plays a key role in ensuring that the buildings, grounds and facilities across Medina College, Carisbrooke College and the Sixth Form provide a safe, secure and well-maintained environment for students, staff and visitors. Leading a team of Site Assistants and Caretakers, the postholder will oversee day-to-day maintenance operations, statutory compliance, health and safety requirements, contractor management and planned preventative maintenance programmes to ensure the school sites remain fully operational and fit for purpose.

Working closely with school leaders and the Trust's Head of Estates and Safety Management, the role combines operational leadership with hands-on facilities management. The successful candidate will be responsible for maintaining high standards across the estate, managing resources effectively, responding to operational issues and emergencies, and supporting the delivery of a positive learning environment that reflects the values and standards of HISP Multi Academy Trust.

Principle Responsibilities

As Estates and Facilities Manager, you will:

- Oversee and manage and maintain the school buildings, grounds, equipment and facilities to a good standard.
- Ensure statutory compliance checks are carried out and keep the required records up to date.
- Manage a team of site caretakers/assistants, monitoring standards, allocating jobs and ensuring quality control processes are in place.
- Ensure the security of the school is maintained.
- Attend agreed emergency call-outs when required.
- Report defects, hazards and repair needs promptly.

Maintenance

As Estates and Facilities Manager, you will:

- Ensure that repairs and general maintenance are carried out within the limits of the teams skills and training.
- Carry out checks of the buildings, grounds, heating, lighting and other site services.
- Keep entrances, paths, playgrounds and external areas safe and tidy.
- Report work requiring a specialist contractor.
- Manage external contractors whilst on site, ensuring safe and efficient delivery of works,

requesting quotes, ordering materials and managing contractor on-site attendance within budgets and following all finance procedures.

- Ensure that Planned Preventative Maintenance (PPM) regimes are in place and carried out within specified timelines.

Day-to-day duties:

As Estates and Facilities Manager, you will:

- Carry out site walk-arounds to identify any urgent premises issues that require immediate attention.
- Ensure the site is secure as necessary.
- Ensure that and assist where necessary in the set up and clearing of rooms for assemblies, meetings, parents' evenings and school events.
- Oversee contractors visiting or working on site and report any concerns.
- Review help-desk requests and ensure that tasks are allocated as appropriate and complete promptly.
- Support the school during urgent incidents, bad weather or other operational needs.

Health, safety and compliance:

As Estates and Facilities Manager, you will:

- Ensure the maintenance of a safe and tidy working environment at all times.
- Follow Trust procedures for health and safety, fire safety, COSHH, manual handling and lone working.
- Use tools, equipment and protective equipment safely.
- Lead on the statutory compliance checks within the skill level of the post holder, arranging and managing external contractors engaged in specialist compliance checks ensuring all checks are recorded followed up and closed out.
- Complete required training and work within your level of competence.

Staff Management:

As Estates and Facilities Manager, you will:

- Manage a team of Caretakers/Site Assistants across the three school sites, ensuring appropriate task allocation and monitoring of standards and quality.
- Ensure Caretakers /Site Assistants have completed mandatory and any other necessary training within the necessary timescales and ensure that this training is kept up to date.
- Lead on the performance management of all staff under the post-holders management, ensuring SMART objectives are set and monitored.

Support for the sites:

As Estates and Facilities Manager, you will:

- Work cooperatively with school/college staff, Trust colleagues, contractors and visitors.
- Support school/college and Trust events when reasonably required.
- Follow Trust policies on safeguarding, confidentiality, data protection and equality.
- Report any safeguarding concern immediately to the Designated Safeguarding Lead.
- Support the values and ethos of the school/college and HISP Multi Academy Trust.

HISP Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post involves a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Appointment is subject to the Trust's safer recruitment checks, including an enhanced DBS check with children's barred list information, as appropriate to the role.

This job description is not exhaustive. The postholder may be asked to undertake other reasonable duties appropriate to the grade and nature of the role. Training will be provided where required, and any material change will be discussed with the postholder.

HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Person Specification

Essential Experience

- Proven experience in building maintenance, facilities management, site management, or a similar premises role. Experience of managing maintenance tasks, repairs, and site inspections.
- Experience of supervising, leading, or coordinating staff and contractors.
- Experience of working within health and safety regulations and compliance frameworks.
- Experience of managing competing priorities and responding effectively to operational issues and emergencies.
- Experience of maintaining records and ensuring statutory compliance requirements are met.

Essential Knowledge

- Good understanding of building maintenance and facilities operations.
- Knowledge of health and safety legislation, including fire safety, COSHH, manual handling, and safe working practices.
- Understanding of planned preventative maintenance (PPM) programmes.
- Knowledge of contractor management and safe systems of work.
- Awareness of safeguarding responsibilities when working in an educational environment.

Essential Skills

- Strong leadership and team management skills.
- Ability to organise workloads, prioritise tasks, and meet deadlines.
- Excellent problem-solving and decision-making abilities.
- Effective communication skills with staff, contractors, visitors, and senior leaders.
- Competent IT skills, including the use of maintenance reporting and help-desk systems.
- Ability to maintain accurate records and produce reports where required.
- Ability to monitor quality standards and ensure work is completed to a high standard.

Essential Personal Qualities

- Reliable, trustworthy, and highly professional.
- Flexible approach to working hours and emergency call-outs.
- Proactive and able to work on own initiative.
- Strong attention to detail and commitment to maintaining high standards.
- Calm under pressure and able to respond appropriately during urgent situations.
- Positive team player with a collaborative approach.
- Commitment to safeguarding, equality, diversity, and the values of the Trust.

Essential Qualifications

- Good standard of education, including English and Maths.

- Relevant facilities, building maintenance, health and safety, or site management qualification, or equivalent experience.
- Full UK driving licence (desirable where travel between sites is required).

Desirable Criteria

- Experience of working in a school, academy, or public-sector environment.
- IOSH, NEBOSH, or equivalent health and safety qualification.
- Trade qualification or practical experience in a building maintenance discipline.
- Experience of budget monitoring and procurement processes.
- Knowledge of statutory compliance requirements within educational settings.
- Experience of performance management and staff development.