



Role Profile

Job Title: Facilities Manager
Department: Facilities
Responsible to: CEO / HR Business Partner

Role Purpose:

To lead and manage all aspects of facilities operations, ensuring safe, efficient, and cost-effective environments that support the delivery of outstanding services to learners, staff, and customers across all sites.

Key Responsibilities:

1. Leadership & People Management

- Line manage the day-to-day activities of facilities teams, ensuring effective deployment and high performance.
- Provide leadership, direction, and development opportunities for staff to support a positive and high-performing culture.

2. Facilities & Site Management

- Ensure buildings, grounds, and equipment across site are safe, well-maintained, and compliant with relevant legislation.
- Oversee planned and reactive maintenance, cleaning contracts, and restaurant facilities to ensure operational standards are met.

3. Health, Safety & Compliance

- Lead on all aspects of Health, Safety & Environmental management, promoting a culture of continuous improvement and ownership across the business.
- Ensure compliance with safeguarding, fire safety, and data protection regulations including GDPR.
- Develop and implement H&S training plans for all staff in line with business needs and regulatory updates.

4. Fleet & Logistics

- Manage the company vehicle fleet (pool cars, minibuses), ensuring vehicles are legally compliant, roadworthy, and cost-effective.

5. Warehouse & Archives

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- Oversee warehousing and archive functions, ensuring effective stock control, secure storage, and regulatory compliance.

6. Budget & Procurement

- Contribute to annual budget planning and manage in-year spend, ensuring value for money and compliance with financial procedures.
- Review and manage contracts and SLAs with external providers, ensuring high-quality service delivery.

7. Project Management

- Lead on building projects and refurbishment works, from contractor selection and procurement to project completion and compliance.
- Ensure all works are delivered safely, on time, within budget, and to agreed standards.

8. Strategic Planning

- Develop and implement a Facilities Management strategy aligned with future business needs and sustainability goals.
- Work with senior leadership on building lease negotiations, legal compliance, and future site planning.

9. Cross-Functional Collaboration

- Support out-of-hours business operations including events and emergencies.
- Collaborate with internal teams to ensure service excellence for all stakeholders.
- Contribute to ISOQAR audits and accreditations.

Other Duties:

- Support leadership initiatives and contribute to wider business improvement activities.
- Undertake other tasks as directed by the Senior Leadership Team, in line with the role.

Signed by Employee	Date:

Person Specification

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Department: Facilities

Responsible to: CEO / HR Business Partner

Criteria	Requirements	Essential(E) or Desirable(D)
Knowledge & Qualifications	<ul style="list-style-type: none"> • Possession of a relevant Facilities Management or Estates Qualification • Possession of/willingness to work towards a relevant Level 3 or Above Qualification in Health and Safety (IOSH / NEBOSH) • Awareness of safeguarding legislation • Knowledge of all Company Health and Safety policies and procedures and their application. • Relevant level 3 or above qualification in leadership/management 	<ul style="list-style-type: none"> • Desirable • Essential • Essential • Essential • Desirable
Skills & Relevant Experience	<ul style="list-style-type: none"> • Proven experience in a Facilities or Estates Management role. • Strong leadership and people management skills. • Demonstrates strong coaching skills in the development of high performance teams incorporating delegation and empowerment • Ability to follow internal policies and procedures • Demonstrates a positive and proactive approach in anticipating customer requirements and delivers to high standards of customer satisfaction • Strong planning and organisational skills • Experience of managing a budget and / or costs within specific project 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Desirable

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Criteria	Requirements	Essential(E) or Desirable(D)
	<ul style="list-style-type: none">• Experience of procurement activities including achieving cost reduction	<ul style="list-style-type: none">• Desirable
Behaviours	<ul style="list-style-type: none">• Committed to the safeguarding of learners• Committed to working flexibly to meet the needs of the business• Committed to Health and Safety adherence• Displays professional conduct and acts as a role model for the business• Willing to learn new tasks or processes	<ul style="list-style-type: none">• Essential• Essential• Essential• Essential• Essential

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