



Facilities Manager

Job Description | Frewen College

Title	Facilities Manager
Responsible to	Bursar and through them, the Headmaster.
Responsible for	To ensure that our premises are well managed and maintained providing excellent facilities for the school, community and commercial use with a safe and welcoming environment for all. Reporting to the Bursar, the postholder is accountable for the condition and presentation of the estate, for health, safety and statutory compliance, for facilities, grounds and transport services, and for securing value through well-managed contracts.
Hours of work / Location	7.00am – 4.00pm, Monday to Friday, with flexibility required to cover emergencies and the on-call rota
Closing date	14 August 2026
Interview date	20th or 21st August 2026

Leadership and Planning:	• Lead the Estates team to deliver responsive, high-quality service, setting clear standards and priorities. • Deliver the Estates and Operations actions in the School Development Plan and contribute to the School risk register. • Maintain key operational policies (e.g. Health and Safety, Fire, Critical Incident, Transport, Allergies) and report to the Health and Safety Committee and operational SLT as required. • Arrange out-of-hours emergency cover and alarm response, including participating in the on-call rota.
Health, Safety and Compliance	• Work with the School's external Health & Safety advisors to keep Frewen College compliant with current legislation and best practice, implementing recommendations and advising the Headmaster and governing body. • To be the school's designated Fire Officer and Competent Person. • To promote a positive and effective culture of health and safety across the school. • Own the statutory compliance programme — fire safety, asbestos, legionella and water, electrical (fixed-wire and PAT) and emergency lighting — ensuring testing, servicing, risk assessments and resulting actions are completed and recorded. • Implement, manage and review Health & Safety policies, risk assessments and the Crisis Management plan, and actively participate in the termly Health & Safety Committee, addressing any concerns raised.



	• Inspect the school site regularly, act on and report and Health and Safety non-compliance to the Bursar. • Co-ordinate and review daily, weekly and monthly checks completed by the maintenance, grounds, Housekeeping and kitchen team(s). • Manage the maintenance help desk in a timely manner. • Manage and maintain logs of statutory inspections and services for Gas, Electric, Water, Fire systems (alarms, emergency lights, extinguishers etc), Asbestos, Heating and hot water, Biomass, Ventilation, Acoustics, Aircon, Playground equipment, Security systems (CCTV and access controls), Minibuses etc • Maintain COSHH register, Data sheets and site specific COSHH risk assessments.
People management	• Line manage Head of Housekeeping to oversee cleaning. • Line manage Head Gardner and Grounds team to oversee management of the historic garden, estate boundaries, trees including arboretum, sports pitches and Park land. • Carry out staff appraisals, inductions, organise training and any other staff-related matters as part of managing a team.
Buildings, Grounds and Projects	• Act as first responder for site emergencies. Finding safe, cost effective and long term solutions to complex structural or mechanical issues. • Delivery of annual planned and reactive maintenance for the school. • Ensure the utilities suppliers are operated efficiently, upgraded where necessary and maintained effectively. • Manage waste contracts and protocols. Supporting the school community to dispose of waste effectively and in line with recycling guidance. • Formulate, manage and review relevant budgets and authorise invoices as required. • Undertake minor repairs and building tasks to a high standard when necessary. • Manage maintenance and service contracts to specification, time and budget, and deliver minor works and capital projects. • Follow procurement policies regarding purchases and agreeing contractor quotes • Maintain contractor records of Inductions, signed Code of Conduct, RAMS, Insurance certificates, permits to work and ensure safeguarding procedures are always adhered to. • Maintain building records, operating manuals and certificates, and oversee on-site accommodation, including licence-to-occupy agreements.



	• Support the catering team with statutory requirements such as deep cleans and repairs and maintenance of equipment as required. • Manage Pest Control, safeguarding premises as necessary. • Advance the School's progress towards its net carbon zero target
Security	• Working with DSL and SLT to ensure site security meets safeguarding compliance • Maintain security systems including door entry, intruder alarm, CCTV, gates and fencing across the site. • Oversee the coordination of the security of the site, unlocking/locking, setting alarms and out of hours cover. • Maintain key cabinet and provide replacement locks/keys as required. • Provide support to staff living on site including induction of intruder alarms, provision of keys and emergency out of hours support. • Protect the assets that the school owns by managing an asset register.
School events, and commercial lettings	• Support major school events alongside SLT and the marketing team, ensuring the School runs smoothly and is well presented with appropriate documentation and risk assessments in place. • Provide support with car parking and organising facilities for events such as Sports Day, Prive Giving, Open Days and Firework night. • Maintain relationships with commercial and community partners
Transport	• Keep the minibus fleet maintained, inspected, MOT'd and insured, and licensed. • Organise driver training as and when required. • Occasional minibus driving may be required
Safeguarding and General	• Adhere to the School's safeguarding and child protection policies, and ensure contractors work within them. • Undertake relevant training and attend industry and networking events; lead by example and take on other reasonable duties consistent with the role, as directed by the Bursar.
General Responsibilities	• To keep up to date with, comply with, and fully implement, School, ISI and OFSTED policies, framework and procedures. • Model high standards of professional behaviour at all times. • To play an active part on promoting the school ethos, mission, vision, and values. • Flexibility in order to fully support the operational and strategic needs of the school. • To undertake any other reasonable duties as requested by the Headmaster or Bursar.



	• To perform any other key tasks which the Headmaster may reasonably assign.
To Apply	Please complete a Frewen College application form and return it alongside a covering letter addressed to the Headmaster. Applications should be emailed to Annabel Baker (PA to the Headmaster) at office@frewencollege.co.uk.



Person Specification

Facilities Manager

The person will need to be highly motivated and forward thinking, organised with high levels of attention to detail and physically fit.

Attribute	Essential	Desirable
Experience of managing a team that delivers excellent customer service	X	
Experience in a maintenance or facilities management environment	X	
Excellent organisational skills and the ability to plan ahead	X	
Excellent communication skills	X	
H&S qualifications, IOSH or NEBOSH or equivalent	X	
Experience of managing a budget and procuring suppliers	X	
Experience of managing minor works projects	X	
Proficiency in Microsoft Word, Excel and Outlook, and experience of helpdesk systems	X	
Flexible, calm, motivated and willing to be 'hands-on'	X	
Experience of working with a Listed building		X
Experience of working in a school		X
Technical background in a trade		X
Knowledge of Health & Safety legislation and best practice		X
Experience of managing larger capital projects		X