Job Title *Facilities and Site Manager*

At Outcomes First Schools, we are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

ABOUT TRIMDON HILL SCHOOL

At Trimdon Hill School, we are ambitious for every student and committed to providing a safe, nurturing and highly specialist learning environment for children aged 4-11 with autism, communication and interaction needs, and associated complex needs.
Our work is underpinned by our SHINE values of being Safe, Holistic, Inclusive, Nurturing and Empowering. We strive to create an environment where every child feels secure, valued and able to thrive. High-quality facilities, safe learning spaces and well-maintained resources play a crucial role in supporting our pupils' wellbeing, regulation and educational success.
As part of our commitment to continual improvement, we take pride in maintaining a learning environment that reflects the highest standards of safety, compliance, cleanliness and presentation.

JOB PURPOSE

To lead and manage all aspects of facilities and site operations across Trimdon Hill School, ensuring a safe, compliant, welcoming and well-maintained environment that supports the learning, wellbeing and development of students, staff and visitors.

The Facilities and Site Manager will oversee site maintenance, health and safety compliance, premises development, contractor management, cleaning services and grounds maintenance, ensuring the school meets all statutory requirements and trust expectations.

KEY TASK AREAS & RESPONSIBILITIES

Facilities and Premises Management

- Lead and manage the facilities team, ensuring effective day-to-day operations across site maintenance, cleaning and grounds maintenance.
- Ensure the school environment is maintained to a high standard, providing a safe, clean and welcoming setting for students, staff and visitors.
- Develop, implement and monitor planned preventative maintenance schedules and responsive repair programmes.

- Coordinate maintenance projects and minor capital works, monitoring quality, timescales and value for money.
- Prioritise and allocate workloads effectively, ensuring repairs and maintenance issues are addressed promptly.
- Conduct regular site inspections to identify maintenance requirements and mitigate potential risks.
- Manage relationships with contractors and external providers, ensuring all work is completed safely, efficiently and in line with procurement requirements.
- Oversee the security of the school site, including alarms, locks, access control systems and key management procedures.
- Support emergency planning arrangements and act as a key contact during site-related incidents or emergencies.

Health, Safety and Compliance

- Lead on premises-related health and safety compliance across the school.
- Ensure risk assessments, inspections and safety procedures are implemented, reviewed and monitored effectively.
- Maintain accurate records relating to statutory inspections, servicing, testing and compliance requirements.
- Ensure compliance with relevant health and safety legislation, including:
    - Fire Safety Regulations
    - COSHH Regulations
    - Asbestos Management
    - Legionella Monitoring
    - Electrical Safety
    - Premises Compliance Requirements
- Coordinate fire evacuation procedures, alarm testing and premises safety checks.
- Support school leaders with health and safety audits and action planning.
- Promote a strong culture of safety and wellbeing across the school.

Supporting a Specialist SEND Environment

- Ensure learning environments are maintained to meet the needs of students with autism, sensory needs and additional vulnerabilities.
- Work proactively with school leaders to create safe, calm and regulation-friendly environments.
- Ensure classrooms, therapy spaces, outdoor learning areas and specialist provision areas remain safe, accessible and fit for purpose.

- Have an understanding of the importance of consistency, predictability and environmental regulation in supporting students' wellbeing and engagement.

Financial and Resource Management

- Support the Headteacher in managing premises-related budgets and expenditure.
- Obtain value for money through effective procurement and contract management.
- Monitor expenditure against agreed budgets and identify efficiencies where appropriate.
- Maintain oversight of facilities-related stock and resources, including cleaning supplies, maintenance materials and equipment.

Leadership and Management

- Provide effective line management and supervision of cleaning staff.
- Support recruitment, induction, training and performance management processes where appropriate.
- Conduct supervision meetings, appraisals and probation reviews in line with Trust policies.
- Ensure staff work in accordance with school policies, procedures and expected standards.
- Ensure sufficient staffing arrangements are in place to meet operational needs.

GENERAL RESPONSIBILTIES

- Demonstrate commitment to the vision, values and ethos of Trimdon Hill School.
- Safeguard and promote the welfare of children and young people at all times.
- Comply with all safeguarding, health and safety, data protection and school policies.
- Participate in relevant training, professional development and performance management activities.
- Attend meetings as required and contribute positively to whole-school improvement.
- Act as a positive ambassador for Trimdon Hill School and the wider Trust.
- Maintain confidentiality and professionalism at all times.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably requested by the Headteacher.

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience of managing a multi-functional team		✓
Experience at management level in an education/residential setting		✓
Experience of supervising and appraising staff		✓
Experience of leading and managing maintenance projects	✓	
Experience of costing work, purchasing and working within budgets	✓	
Skills		
Good knowledge of maintenance, catering and domestic practices including the use and storage of relevant products	✓	
Good knowledge of devising and implementing effective systems of working	✓	
Ability to work independently and as part of a team	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Qualifications & Training		
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car		✓