



Facilities Manager

Full time, 40 hours
£38k - £45k (DOE)

This is a newly created role at Clifton College and is a great opportunity for candidates who are experienced in soft facilities and/or estates management. The role has responsibility for maintaining a secure, comfortable and efficient environment for all our users, leading a proactive service that ensures every operation is running brilliantly. The role is also a management lead for environmental sustainability.

You'll lead a team of facilities assistants and will work in partnership with the Estates Manager (Hard Facilities), to deliver excellence in the standards of facilities, compliance, transport operation and environmental sustainability. You'll also be responsible for on the ground delivery of the soft facilities elements of our estates masterplan and maintenance strategy, day to day management of the Facilities Team, contract management of our outsourced cleaning services and security in partnership with the Health and Safety Department.

To be successful in this role you'll need to work collaboratively with a diverse range of stakeholders, including support staff, academic staff, pupils, and external partners. It's important that you share our passion for sustainability and can take a lead on environmental stewardship. A key requirement of the role is that you are able to manage the competing demands of compliance and delivering 5* experience for users.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 months to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.



What you'll be doing (objectives)

- You'll be accountable for the day to day management of the (soft) Facilities Team, which includes running and maintaining a well-presented, safe, compliant, and efficient environment across the College estate.
- You'll build a schedule for planned and reactive soft facilities maintenance, ensuring your team delivers excellent customer service. This includes managing an online ticketing system for works and ensuring service levels are met.
- You'll mobilise your team and the facilities available to you to support both internal and external College events, welcoming and managing visitor comfort.
- You'll be accountable for external contractor management including outsourced cleaning services, waste management and other specialised service providers.
- You'll be accountable for ensuring we have all soft Facilities policies, procedures and risk assessments in place and regularly updated and that we remain compliant with relevant legislation, regulations and ISI inspection standards.
- To ensure that the estate is maintained and run efficiently following good, sustainable principles.
- You'll be managing the soft Facilities finance, budgets and medium sized projects.
- You'll be responsible for the planning of the soft Facilities Team: ensuring the correct training and development is in place and performance is maintained.
- You'll provide reporting on Facilities matters as required by the Senior Leadership Team, including identifying appropriate service levels and KPIs.
- Conduct regular checks and inspections across the estate to ensure consistent standards.
- Day to day management of the outsourced cleaning contract, ensuring our high standards are maintained alongside value for money and environmental practices.
- Ensure all Facilities contracts are reviewed and procured in accordance with College guidance.
- Responsibility for workspace management, maximising use of space across the estate.
- Maintain an accurate asset register.
- You'll be accountable for the upkeep and management of the vehicle fleet, ensuring efficient operation of our owned fleet. Ensuring compliance with legal and regulatory requirements, including traffic laws and vehicle licensing requirements, maintaining accurate transport records.
- Contribute to the sustainability strategy, managing the College's energy and sustainability initiatives, including energy efficiency, waste reduction, and sustainable building practices.
- Be part of the out of hours duty rota, along with the Head of Estates and Estates Manager (Hard Facilities).



About You

You'll have experience of a similar role, with experience of managing a team, including motivating and delegating effectively. You'll be passionate about delivering five star customer service and know what 'Excellent' looks like. You'll bring a can-do attitude and be able to demonstrate planning and organising skills – either directly or through a team. You'll be able to prioritise and make decisions using sound judgement. You'll be comfortable working under pressure to meet deadlines and have a flexible approach, as this role might require some evening, weekend or emergency call-out work.

You'll have strong analytical and problem-solving skills, being able to think creatively and develop innovative solutions to complex issues. You'll be tactful and bring clear written and spoken communication and have an exacting standard of finish and an eye for detail.

Required Qualifications & Experience

- Qualification in Facilities Management or equivalent experience in soft buildings maintenance across a diverse estate
- Experience of managing a team and supervising 3rd party contractor relationships
- Knowledge of buildings management systems
- Experience of procurement of service and maintenance contracts is preferred but not essential
- A qualification in environmental science, sustainability or a related field is desirable but not essential
- A track record in compliance, safety and quality improvements in a facilities or estates role and traffic laws and driver licensing requirements
- Strong knowledge of environmental sustainability practices, including energy efficiency, waste reduction, water conservation, sustainable transportation.

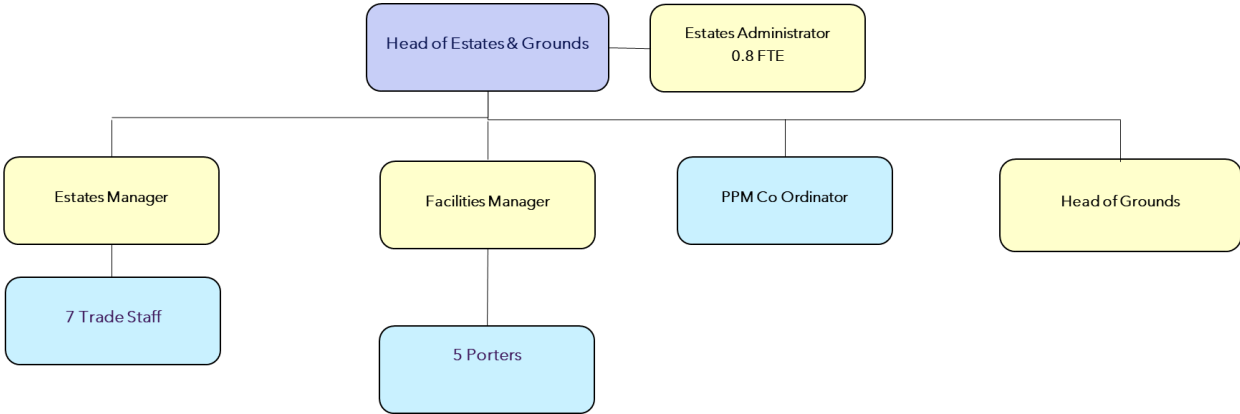
Required Skills

- Ability to mobilise a team for maximum coverage
- Strong communication and engagement skills
- Customer-focussed with an understanding of 5* customer service



- Able to manage competing customer requirements and expectations
- Ability to prioritise and multitask
- Tactful and clear written and spoken communication
- Budget Management
- A strong understanding of buildings systems, maintenance practises and regulatory requirements.
- Project management skills

Your Team



How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That’s why we apply stringent selection principles to our recruitment. If you’re invited to interview, you’ll be asked to complete an application form (but it’s OK if you want to send us your CV too).

If you join us, we’ll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We’ll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don’t worry because we’ll provide training to do this!



What's in it for you

£38k-£45k salary • 26 days annual leave plus bank holidays • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development

How to apply

In the first instance, send us your CV. If you're invited to interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975,2013 and 2020.

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