



RISEDALE

SCHOOL

A family of learners

RECRUITMENT PACK

July 2025

Dear Candidate,

SUBJECT: Recruitment Pack – Facilities Manager

Thank you for your interest in the Facilities Manager post at Risedale School. I hope you find the information you require within this recruitment pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and are passionate about ensuring that the quality of education (including enrichment) is excellent. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships, including veterans and local historians.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

If you decide to apply, please do so using the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to jobs@risedale.org.uk or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Sunday 31st August 2025. Please mark your envelope 'Facilities Manager' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely,



Mrs L Greenwood
Headteacher



JOB INFORMATION

JOB TITLE	Facilities Manager
SALARY / GRADE	Grade JK Points 27-32 £38,220 - £42,839
HOURS	37 hours per week
CONTRACT TYPE / TERM	Established, Full Year, Full Time
TO START	As soon as possible
CLOSING DATE	23:59 Sunday 31st August 2025
INTERVIEW DATE	Friday 5th September 2025 (TBC)

Are you an experienced, proactive, and highly organised facilities professional looking for a challenging yet rewarding role?

Risedale School is a thriving and dynamic secondary school committed to providing an exceptional learning environment for our pupils. We are seeking a dedicated and skilled Facilities Manager to oversee the efficient and safe operation of our extensive school premises.

This is a pivotal role that requires a strategic thinker with excellent practical skills and a commitment to maintaining high standards across all aspects of our facilities. You will be instrumental in ensuring our school remains a safe, welcoming, well-presented and inspiring place for our pupils, staff, and the wider community.

The Role:

As Facilities Manager, you will be responsible for the day-to-day management, maintenance, and strategic development of the school's buildings, grounds, and services. Your key responsibilities will include:

- **Operational Management:** Overseeing all aspects of site management, including routine maintenance, repairs, cleaning, catering, security, and groundskeeping.
- **Maintenance Planning:** Developing, implementing, and overseeing comprehensive planned preventative maintenance schedules for all school assets and infrastructure. This includes managing reactive maintenance needs efficiently and ensuring minimal disruption to school operations.
- **Compliance & Safety:** Ensuring full compliance with all health and safety legislation, fire regulations, COSHH, and other relevant statutory requirements. Developing and implementing robust risk assessments and safety procedures.
- **Contractor Management:** Managing and monitoring external contractors, ensuring value for money and adherence to service level agreements.
- **Budget Management:** Managing the facilities budget effectively, ensuring efficient allocation of resources.
- **Project Management:** Leading and overseeing capital projects, refurbishment works, and site development initiatives.
- **Team Leadership:** Line managing and developing the site and catering teams, fostering a positive and productive working environment.
- **Energy Management:** Identifying and implementing strategies to improve energy efficiency and reduce the school's environmental impact.
- **Security:** Overseeing the school's security systems and procedures, including surveillance cameras, alarm systems, and access control.

- **Emergency Planning:** Developing and implementing comprehensive emergency response plans.

The Ideal Candidate Will Possess:

- Proven experience in a facilities management role, ideally within an educational setting or similar large complex environment.
- Strong knowledge of health and safety legislation and best practices (e.g., IOSH, NEBOSH qualification preferred).
- Excellent practical skills across a range of maintenance disciplines (e.g., basic plumbing, electrical, carpentry).
- Demonstrable experience in managing budgets and external contractors.
- Strong leadership and team management skills with the ability to motivate and develop staff.
- Exceptional organisational and time management abilities, with a keen eye for detail.
- Proactive and problem-solving approach, with the ability to prioritise effectively under pressure.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with staff, pupils, parents, and contractors.
- Proficiency in using relevant IT systems and software.
- A commitment to safeguarding and promoting the welfare of children.

How to Apply

An application pack, including a job description and person specification, can be downloaded from our school website: risedale.org.uk/joining-us/recruitment

We welcome informal visits to the school prior to application. Please contact greenwood.l@risedale.org.uk to arrange a suitable time.

Completed application forms should be emailed to jobs@risedale.org.uk or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals/CVs from supply or employment agencies for this post.

Closing date: 23:59 Sunday 31st August 2025

Interview date: Friday 5th September 2025 (TBC)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will, therefore, be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.

JOB DESCRIPTION

JOB TITLE:	Facilities Manager
GRADE:	Grade JK points 27-32
CONTRACT TYPE / TERM:	Established / Full Year / 37 hours per week
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	Site Team, Catering Team

JOB PURPOSE:	Responsible for the premises security, maintenance, development, cleaning, lettings and premises contract procurement management to ensure they meet the needs of the school, its staff and pupils.
JOB CONTEXT:	Responsible for the management of services and processes that support the core business of the school, ensuring that best practices are followed for maximum efficiency and that the most suitable working environment is attained for staff and pupils. The Facilities Manager is involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises including: • building and grounds maintenance • cleaning • catering and vending • health and safety • procurement and contract management • security • space management • utilities This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Management	• To ensure that the school gives a positive first impression to all users. • To manage the Site and Catering Teams. • To ensure quality provision from all contracted service providers, including the school's contracted cleaning company. • To ensure appropriate maintenance through effective deployment of premises staff and contractors. • To contribute to, and to oversee, the implementation of aspects of the School Improvement Plan relating to buildings and grounds. • To maintain security of the school site, assets and personnel. • To ensure whole school compliance with health and safety procedures in conjunction with the Headteacher and hold responsibility for health & safety.
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	• To ensure efficient operation/management of all energy sources and to lead on energy reduction initiatives. • To contribute to the completion of other general Caretaker and Grounds Person duties. • To ensure efficient associated administration and record keeping is implemented. RESOURCES • Oversee and manage the premises budget. • Ensure best value methods are employed in the sourcing and purchasing of all materials and services. • Produce a Site Development Plan (including financial implications) for the school grounds, buildings, equipment (related to premises, catering, cleaning and maintenance), furniture and catering to meet identified curriculum needs. • Be directly responsible for personnel issues connected with the maintenance of the premises, including the site, grounds and catering staff. This will require the establishment of good relations with staff and the ability to give sound and expert advice with reference to site management. • Take line management responsibility for the working conditions, welfare, supervision, deployment and discipline of the grounds and catering teams, including the dining room assistant. • Oversees the Cleaning contract in conjunction with the Cleaning Supervisor. • Advise staff on the arrangements for lettings and other activities. • Ensure that income from lettings is collected at designated points, in conjunction with the School Business Manager. • Organise the work programme and schedules for the site & grounds team on a weekly/holiday rota, including holiday entitlements, and organise the cleaning rota in conjunction with the Cleaning Supervisor. • Ensure opportunities to develop professionally are taken, both for yourself and members of the site, grounds and catering teams. • Prioritise and manage your own time effectively. MAINTENANCE • Liaise with technical staff, contractors and other agencies, e.g. mechanical, building and electrical inspectors, as necessary, to ensure safe and efficient work. • Monitor cyclic maintenance programmes of work to ensure that legal requirements and timescales for completion of work are met. • Arrange for contractors to give estimates for the maintenance of the school site. • Carry out occasional basic maintenance tasks, as and when required. • Ensure by effective use of resources that the site is kept free of litter and other debris. • Carry out routine inspections of the school, both internally and externally, to check the condition and operation of general lighting, emergency lighting, door handles, paintwork and furniture, etc. SECURITY • Be responsible for the security of the premises and its contents.
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	• To ensure that surveillance cameras and security systems are operational at all times through monitoring and liaison with the Digital Officer and external contractors. • Ensure, through the management of the site team, that: ◦ The premises are secured and the security alarms set at the end of the agreed closing times of the day. ◦ Windows are closed and locked. ◦ Valuable portable equipment which has not been locked away, is secured. ◦ The school gates are locked and unlocked as required. • Deal with trespass situations. • Arrange for emergency security repairs to be carried out. • Establish systems for monitoring access to the school during holiday periods. • Ensure lone working risk assessments are carried out and associated agreed protocol adhered to. • Supervise parking arrangements on site to ensure the on-going safety of pupils and staff. • Liaise with the site staff and the police regarding out of hours emergency calls.
Communications	• Establish good working relationships and communicate effectively with all staff, pupils, contractors and external partners. • Responsible for effective communication with the site, grounds and catering staff, and holding regular KIT/team meetings with managed staff. • To represent site/grounds, catering and cleaning staff at relevant meetings.
Resource Management	PERSONNEL • Achieve challenging professional goals. • Take responsibility for your own continuing professional development, supported by the school. • Engage in regular training. • Facilitate training and development for the site/grounds and catering teams to ensure knowledge, understanding and skills are effectively grown to support the school's needs. EMERGENCY PROCEDURES • Respond to emergencies as appropriate. • Support the control and coordination of emergency evacuation and fire drill procedures. • Contribute to the development and implementation of the school's Emergency Plan, in line with national and Local Authority guidance. • Lead the development and implementation of the school's evacuation and invacuation procedures. • Assist the Headteacher and senior staff with arrangements needed to close the school in the event of inclement weather or other emergencies. • Ensure that pathways, entrances and parking areas are gritted and cleared in icy conditions in accordance with the school's Winter Plan and that checks are made to ensure the safety of staff and pupils as far as reasonably possible and in line with policies and procedures.

	LETTINGS • Be responsible for the oversight and security arrangements concerning lettings and events on site. • Ensure a lettings diary is maintained and that those letting the school premises/grounds comply with statutory guidance. • Liaise with the School Business Manager and Finance Officer to ensure effective arrangements for invoicing and income collection are maintained. CLEANING • Ensure that the school buildings and grounds are cleaned to agreed standards and specifications through liaison with the contracted Cleaning Company. • Ensure that materials used are appropriate to need, fit for purpose, support sustainability and are used according to the manufacturer's guidelines. CONTRACTING • Liaise with building and maintenance contractors to ensure that a high standard of work is delivered and on time. • Devise specifications and source tenders and quotes ensuring 'best value' for goods and services and compliance with the financial regulations of the school. • Order materials in accordance with budget planning procedures. • Ensure that the presentation of the grounds and buildings is to the highest standard possible throughout the year. • Liaise with the Digital Team re. the co-ordination and management of contractors they commission to carry out works to the ICT infrastructure. • Ensure that external contractors comply with the school security, health and safety and child protection policies. NEW BUILD AND CAPITAL PROJECTS • To support the Headteacher with the development and completion of major projects by liaising with contractors, architects and quantity surveyors at a senior level. ENERGY MANAGEMENT & CONSERVATION • Lead on the development and implementation of the school's Climate Action Plan. • Proactively steer on energy conservation and recycling measures, advising on strategies when appropriate and supporting initiatives from others. • Ensure all meter readings are recorded and reported electronically via the approved authority software application. • Liaise with external energy consultants. • Promote energy conservation awareness within the school and advise staff and pupils accordingly. • Encourage and lead on the effort to switch off unnecessary lighting, where noticed during the day, and ensure that all lighting is switched off when the school is closed. • Ensure the efficient heating of the premises.
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	SCHOOL MINIBUS • To ensure that the school minibus is taxed, insured, tested, serviced and cleaned. • To ensure that the minibus checklist and procedures are followed and adhered to. STRATEGIC PLANNING • In conjunction with the Headteacher, produce (and review regularly) a Site Development Plan (including financial implications) for the school grounds, buildings, equipment (related to premises, cleaning, maintenance and catering), furniture and catering to meet the school's identified needs.
Safeguarding	• Know about data protection issues in the context of this role • Understand that different confidentiality procedures may apply in different contexts • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with
Systems and Information	• Monitor and contribute to the effective management of technologies and systems • Responsible for maintaining accurate records for the school
Strategic Management	• Assist the School Business Manager in income generation activities, by promoting and marketing the school • Be involved in contingency planning • Maintain and update the Site Development Plan • Ensure that the school is fully prepared to meet and maintain the Financial Management Standards • Develop policies for your areas of responsibility • Make the best possible use of resources through effective planning, considering all financial and other resource implications
Data Protection	• Comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	• Support the Headteacher in leading on health and safety matters within the school. • Ensure that relevant legislation and good practice is continually observed by promoting and monitoring safe working behaviour within the school. • Ensure that general risk assessments and specific risk assessments are carried out and liaise with NYC Health & Safety Advisor as required. • Ensure that Health and Safety procedures are being discharged correctly across the lettings and extended service provisions • Review and update yearly the Site Traffic Management Plan. • Review and update yearly the School Winter Plan. • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	• Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users • Develop own understanding of equality issues

Flexibility	North Yorkshire Council provides front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures
Customer Service	- The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment - The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence Customers will be treated as individuals, with respect for their diversity, culture and values - Understand your role and its limits, and the importance of providing care or support
Date of Issue:	July 2025

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge • Knowledge of premises and contract management procedures/practice • Knowledge of project planning/management practice • Knowledge of sound budget management practice • Knowledge of Health & Safety legislation • Knowledge of risk management procedures/practice • Knowledge of procurement procedures • A commitment to safeguarding pupils	• Knowledge of legislation related to construction development and property management such as legionella and asbestos control • Knowledge of construction design and planning processes • Knowledge of environmental protection practice • Knowledge of employment law and/or HR procedures • Knowledge of team building and personnel management techniques • Knowledge of child protection procedures
Experience • Experience of managing/supervising staff • Experience of Premises Management • Experience of works/property management • Demonstrable budget management experience	• Experience of facilities management • Experience of delivering long-term maintenance programmes
Occupational Skills • Ability to lead and motivate a team • Project planning and management skills • Risk management and Health & Safety skills • Good organisational and time management skills • Excellent written and oral communication skills • Excellent interpersonal skills • Good ICT skills (use of Microsoft Office) • Ability to make decisions • Attention to detail and accuracy • Ability to manage a budget • Flexible and committed • Ability to keep confidentiality	
Qualifications • Good standard of education ideally to NVQ Level 5 (or be able to demonstrate significant experience at an equivalent level)	• Professional qualification with a strong component of Estate Management • Relevant Health & Safety qualifications, e.g., IOSH, COSHH, NEBOSH

Other Requirements • Enhanced DBS clearance • Commitment to the school's policies and ethos • Commitment to Continual Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Behaviours	• Link

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.



OUR VISION & VALUES

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and together we are 'A family of learners'.

ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](https://www.risedale.org.uk/information/policies) can be found on our website at [risedale.org.uk/information/policies](https://www.risedale.org.uk/information/policies).