

Job Description

Job Title:	Facilities Manager
Hours of Work:	Full Time, 40 hours per week over 5 days -with shift patterns of earlies, lates and weekend work. Occasional opportunity for overtime
Reports to:	Head of Facilities
Start Date:	As soon as possible
Salary:	£37,367 per annum (this will be increased from September 2026 as a result of the annual Governors review)

Principal Role

The Headmaster and CEO of Eltham College Family of Schools, with the Head of Blackheath Prep, seek to appoint an exceptional Facilities Manager to ensure our premises are well managed and maintained providing excellent facilities for school, community and commercial use with a safe and welcoming environment for all at Blackheath Prep.

The Facilities Manager reports to the Head of Facilities within the Eltham College Family of Schools and is responsible for the day-to-day security, maintenance and upkeep of the school buildings and grounds.

Main Duties

To include but not limited to:

- Act as the schools designated Fire Officer and Competent Person.
- Keep updated with current regulations in all areas.
- To promote a positive and effective culture of health and safety across the school.
- Inspect the school site regularly, act on and report any Health and Safety non-compliance to the Head of Facilities.
- Implement, manage and review risk assessments across the school in conjunction with the Family of Schools Senior Facilities Manager.
- Coordinate and review daily, weekly and monthly checks completed by the Facilities team.
- 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, Ventilation, Air Con, Playground equipment, Acoustic Wall, Security systems (CCTV and access control), etc.
- Attend and actively participate in H&S committee meetings, addressing concerns raised.
- Maintain COSHH register, Data sheets and site-specific COSHH risk assessments.
- Manage Pest control, safeguarding premises as necessary.
- Maintain contractor records of Inductions, signed Code of Conduct, RAMS, Insurance certificates, permits to work and ensure safeguarding procedures are always adhered to.

- Oversee online Accident, Incident and Near Miss log – addressing major concerns immediately, looking for trends and providing feedback to relevant people.
- Support SLT and the Nursing Team with PEEPs for students and staff.
- Provide safety equipment, PPE and relevant training to the Facilities team, liaising with the Head of Facilities and HR where appropriate

For more information regarding the role please refer to the attached job description
A highly competitive salary is available, together with additional training and development opportunities through our generous staff development programme.

Application closing date: 8am on Friday 31 July 2026.

Interviews will take place week commencing Monday 03 August 2026

Suitable candidates may be interviewed before the closing date and Blackheath Prep part of the Eltham College Family of Schools reserves the right to withdraw the position if an early appointment is made.

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

Blackheath Prep part of the Eltham College Family of Schools is committed to safeguarding and promoting the welfare of children. Applicants undergo enhanced child protection screening relevant to the post, including checks with past employers and the DBS.

How to Apply

To make an application please apply via TES using the following link: [Facilities Manager, Greenwich - Tes Jobs](#), please click the apply button which will take you to the application form, please download the form, complete and send to HR@eltham-college.org.uk in a **word document**