

Facilities Manager

Service: Central Services
Responsible To: Service Delivery Manager
Salary: Points 14-22

Job Purpose

The Facilities Manager will lead the operational management of the Foundation's estates and facilities services, ensuring all buildings, environments, and support services are safe, compliant, inclusive, and fit for purpose.

The Facilities Manager will oversee planned and reactive maintenance, health and safety compliance, contractor management, site services, and continuous improvement projects across the Foundation's education, residential, and adult service locations.

Main Duties

Estates & Facilities Management

- Manage the day-to-day operation of facilities services across Foundation sites.
- Ensure buildings and grounds are maintained to a high standard, supporting safe and effective service delivery.
- Lead planned preventative maintenance programmes and coordinate reactive repairs.
- Oversee utilities, cleaning, security, waste management, catering support, and site services where applicable.
- Support capital works and refurbishment projects in partnership with the Estates team.

Health, Safety & Compliance

- Ensure compliance with all relevant legislation including health and safety, fire safety, safeguarding, COSHH, and building regulations.
- Maintain accurate compliance records and ensure statutory inspections are completed on time.
- Conduct site audits and risk assessments, implementing corrective actions where required.
- Promote a positive health and safety culture across the Foundation.

Contractor & Budget Management

- Manage external contractors and service providers to ensure quality, value for money, and compliance with Foundation standards.

- Monitor facilities budgets and support procurement processes in line with organisational procedures.
- Maintain strong supplier relationships.

Leadership & Team Management

- Lead, motivate, and develop on-site Maintenance teams.
- Support staff performance, training, and professional development.
- Conduct regular one to one meetings with your team
- Foster a culture aligned with the Foundation's values:
 - People are at the heart of everything we do
 - We inspire others
 - We do the right thing
 - We continually seek to improve
 - One team, one Foundation

Service Improvement

- Identify opportunities to improve operational efficiency, sustainability, accessibility, and service quality.
- Contribute to organisational projects and long-term estate strategies.
- Support emergency planning and business continuity arrangements.

Undertake any other duties of a similar nature consistent with the responsibilities of this post to provide a quality support service to the wider Foundation.

Person Specification

Essential Criteria

Skills and Knowledge

- Strong understanding of health and safety legislation and building compliance.
- Excellent organisational and problem-solving skills.
- Ability to manage competing priorities and respond effectively to emergencies.
- Strong communication and interpersonal skills.
- Competent IT skills including Microsoft Office systems.

Qualifications and Training

- Relevant qualification in Facilities Management, Building Services, Estates Management, or equivalent experience in a fast paced, reactive and highly visible environment.
- IOSH or NEBOSH Health & Safety qualification or would be happy to work towards.

Experience

- Experience managing facilities or estates operations across multiple sites.
- Experience overseeing maintenance contractors and compliance programmes.
- Experience managing budgets and procurement activities.
- Experience leading teams in a fast-paced operational environment.

Personal Qualities

- Commitment to inclusion, equality, and person-centred values.
- Flexible, proactive, and solution-focused approach.
- Ability to work collaboratively across departments and services.
- Empathy and understanding of the needs of vulnerable individuals.
- A proactive, professional, and solutions-focused approach.
- High standards of integrity, confidentiality, and accountability.
- Strong customer-focused and can-do mindset, ensuring a positive environment for students, residents, and staff.

Additional information

Full UK driving licence preferred.

The role may require occasional evening or weekend working.

Travel across Foundation sites may be required.

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



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