



**BLACKHEATH  
PREP**

# Facilities Manager Information for Candidates



Part of the Eltham College  
Family of Schools



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‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent



## Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

## Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.



## Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

## Our Values



## Job Description

<b>Job Title:</b>	Facilities Manager
<b>Hours of Work:</b>	Full time, 40 hours per week over 5 days – with shift patterns of earlies, lates and weekend work. Occasional opportunity for overtime
<b>Reports to:</b>	Head of Facilities
<b>Start date:</b>	1 June 2026
<b>Salary:</b>	£37,367 per annum (This will be increased from September 2026 as a result of the annual Governors review)

## Principal Role

We are seeking to appoint an exceptional candidate 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.

The successful candidate will

- have a thorough understanding of all relevant statutory requirements, with the ability to maintain and implement appropriate systems of work to ensure the school is compliant.
- be responsible for the day-to-day security, maintenance and upkeep of the school buildings and grounds.
- plan and deliver thorough maintenance and development programs across the school site.
- lead and motivate the Facilities team and manage external contractors to ensure the school is maintained to the highest standards.
- be the schools designated Fire Officer, Competent Person and Personal Licence holder.
- provide hands on support to the Facilities team with daily duties as required
- be resourceful, enthusiastic, and exude positivity.

The Facilities Manager reports to the Head of Facilities within the Eltham College Family of Schools.

## Main Duties

### Health and Safety

- 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

### **Security**

- Maintain all security systems including door entry, intruder alarm, CCTV, Shelter In, gates and fencing across the site.
- Oversee the coordination of the security of the site – unlocking / locking, setting alarms, out of hours cover and gate management at drop off and collection times.
- Create and provide access cards, maintain key holder records and provide replacement locks / keys as required.
- Provide support to staff living onsite including induction of intruder alarms, provision of keys and emergency out of hours support.
- Review all security systems with the Head of Facilities as required.
- Work closely with the Family of Schools IT department to problem solve and develop security systems.

### **Financial accountability**

- Formulate, manage and review relevant budgets and authorise invoices as required.
- Follow procurement policies regarding purchases and agreeing contractor quotes.

### **School Management**

- Delivery of annual planned and reactive maintenance for the school.
- Ensure the schools gas, electrical and water suppliers are operated efficiently, upgraded where necessary and maintained effectively.
- Undertake minor repairs and building tasks to a high standard when necessary.
- To oversee contracted cleaning services.
- To oversee the management, review, and renewal of service contracts.
- To work with and support the Head of Grounds to ensure that the school site is maintained to the highest standard at all times.
- To work with the school community, parents and PTFA to create smooth logistical programmes for events within the school grounds e.g. Christmas Fair
- Strengthen our local presence by being a trusted, responsive neighbour and community partner.
- Manage Waste contracts and protocols. Supporting the school community to dispose of waste effectively and in line with recycling guidance.
- Support the catering team with statutory requirements such as deep cleans and repairs to equipment as required.
- Support and manage external hires with contracts, invoicing and day to day usage.
- Fulfil any other duties as required to maintain school operations.

### **People Management**

- To deploy, lead, manage, train and supervise the Facilities team.
- Create monthly rota's in advance, ensuring school and external events are covered.
- Support the Head of Facilities to manage Capex projects across the site.

### **Pastoral Care, Safeguarding and Well-being**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and kind and considerate members of the school community.
- Promote equal opportunities for pupils to participate in all areas of school life, regardless of their skill level or ability.
- Set high
- expectations for pupils' behaviour, establishing and maintaining good order and discipline among pupils.
- Foster positive and productive relationships with pupils and their parents.
- Promote understanding of the school's values and policies.
- Show due regard for pupils' health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- Act as a role model to pupils in all actions and behaviour.
- Promote the general progress and well-being of pupils and provide guidance and advice, making accurate and timely records and liaising with colleagues and parents, as appropriate.

### **Other Professional Responsibilities**

- Uphold and follow the Staff Code of Conduct.
- Operate at all times within all stated policies and practices of the school and, at least annually, review policy and procedure updates.
- Participate in Open Mornings and Open Days.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.

It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.

## **Person Specification**

The candidate will need to be highly motivated and forward thinking, organised with high levels of attention to detail and physically fit.

### **Other qualities include:**

- Experience with Inspections and audits highly desirable
- Experience of successfully leading a team – ideally within an education setting
- H&S qualifications – IOSH, NEBOSH or equivalent
- Excellent team working ethic
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, particularly young people of all ages.

- Confidence and assertiveness combined with the ability to exercise tact and diplomacy when dealing with difficult situations.
- Confident using technology and computer literate – experience using Outlook, Word, Excel, Teams etc. Paxton experience would be ideal.
- A good understanding of maintenance processes, with a broad background in facilities maintenance or construction.
- Expert Problem Solving: Act as the first responder for site emergencies. Finding safe, cost-effective, and long-term solutions to complex structural or mechanical issues.
- Excellent timekeeping skills with a clear ability to prioritise work and seek help when needed.
- Excellent attention to detail and high standards.
- Tact, humour and assurance.



## Terms of Appointment and How to Apply

### Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

### Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

### The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **8am, Thursday 30 April 2026**

Short-listed candidates will be invited to attend an interview week commencing 04 May 2026 during which a range of skills, knowledge and experience will be tested.

**Safer recruitment checks will be made at all stages in the recruitment process.**

### Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email [hr@eltham-college.org.uk](mailto:hr@eltham-college.org.uk)

Further details about the School can be found by visiting our websites: [www.blackheathprep.co.uk](http://www.blackheathprep.co.uk) & [www.eltham-college.org.uk](http://www.eltham-college.org.uk).