



**Job Title: Site and Facilities Manager**

**Location: Hendon Prep School, North London**

**Start date: 4<sup>th</sup> January 2027**

**About the School**

Hendon Prep is a thriving independent preparatory school where innovation, creativity and excellence are at the heart of everything we do. As we continue to invest in our facilities, learning environments and school estate, we are seeking an exceptional Site & Facilities Manager to lead the operational, compliance and strategic management of our site.

This is a key leadership position within the school. Reporting directly to the

Headteacher, the successful candidate will be responsible for ensuring our pupils, staff and visitors benefit from a safe, secure and inspiring environment that supports outstanding teaching and learning.

Whilst practical maintenance skills remain important, this role extends far beyond day to-day caretaking. We are looking for a facilities professional who can balance hands on site management with strategic planning, compliance oversight, contractor management and long-term estate development.

**About Blenheim Schools**

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

**JOB PURPOSE**

The Site & Facilities Manager will lead the overall management of the school site, buildings and grounds, ensuring they are maintained to the highest possible standard.

**KEY TASK AREAS & RESPONSIBILITIES**

The successful candidate will:

- Lead all aspects of site and facilities management.
- Oversee statutory compliance and health and safety requirements.

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- Develop and implement planned preventative maintenance programmes.
- Manage contractors and external service providers.
- Support wider school improvement and estate development projects.
- Maintain accurate compliance, maintenance and risk management records.
- Manage site-related budgets and ensure value for money.
- Coordinate multiple projects and operational priorities simultaneously.
- Undertake practical maintenance and repair work where appropriate.
- Drive the school's minibuses as required for educational visits, sporting fixtures and school activities.
- This is a highly visible role requiring excellent organisation, strong leadership skills and a proactive approach to problem-solving.

**Health, Safety and compliance.**

- Lead compliance across the school site, ensuring adherence to all statutory requirements.
- Manage health and safety systems, risk assessments, fire safety procedures and compliance monitoring.
- Maintain accurate records relating to inspections, testing, servicing and statutory obligations.
- Ensure the school remains fully compliant with relevant legislation and regulatory requirements.
- Support audits, inspections and compliance reviews.

**Maintenance and Facilities Management**

- Develop and implement planned preventative maintenance programmes.
- Oversee all reactive maintenance and building repairs.
- Undertake minor repairs and maintenance where appropriate.
- Manage maintenance schedules and long-term site improvement projects.
- Ensure buildings and grounds remain safe, attractive and fit for purpose.

**Contractor and Project Management**

- Procure, manage and monitor contractors and service providers.
- Ensure all work is completed safely, efficiently and to the required standard.
- Oversee contractor safeguarding, health and safety and quality assurance processes.
- Lead facilities-related improvement projects from planning through to completion.
- Coordinate competing workstreams and operational priorities.

**Estate Development**

- Support the strategic development of the school estate.
- Identify opportunities for site enhancement and capital investment.
- Contribute to future planning initiatives and facilities improvements.
- Ensure facilities effectively support the school's educational vision.





**Specialist Learning Environments**

- Oversee the safe operation and maintenance of the school's Fab Lab, Science Laboratory and specialist technical equipment.
- Maintain servicing schedules, risk assessments and safety records.
- Liaise with specialist contractors and suppliers regarding servicing and upgrades.
- Support staff in ensuring specialist facilities are used effectively and safely.

**Operational Support**

- Maintain high standards of presentation across the site.
- Manage site supplies, equipment and facilities budgets.
- Support school events, educational visits and operational activities.
- Drive the school minibus where required.
- Person Specification

**SKILLS & QUALIFICATIONS**

**Essential**

We are seeking a candidate who has:

- Proven experience in site, estates, facilities or premises management.
- Strong knowledge of health and safety legislation and compliance requirements.
- Experience managing contractors and maintenance programmes.
- Excellent organisational and project management skills.
- Experience managing multiple priorities and competing deadlines.
- Strong administrative and record-keeping skills.
- Practical maintenance experience across a range of trades.
- Strong communication and interpersonal skills.
- A proactive, solution-focused approach.
- Commitment to safeguarding and promoting the welfare of children.
- A full UK driving licence.

**Desirable**

- Facilities Management qualification.
- Experience in an educational setting.
- Experience managing compliance systems and statutory testing programmes.
- D1 entitlement or experience driving minibuses.
- Knowledge of school estates and independent school compliance requirements.





### Why Join Hendon Prep?

At Hendon Prep, we combine traditional values with an innovative approach to education. Our pupils benefit from exceptional facilities, including a dedicated Fab Lab and immersive learning spaces, and we are committed to continual improvement of our environment and resources.

This is an exciting opportunity for an experienced facilities professional to make a significant contribution to the future development of a growing and ambitious school.

### SAFEGUARDING RESPONSIBILITIES

Hendon Prep is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS checks, online searches, satisfactory references, medical clearance and relevant safeguarding checks.

Hendon Prep is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

### GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required

### Governance:

- Blenheim Schools is the proprietor of Akeley Wood Nursery and Junior School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.

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Education



- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- To be signed and dated by employee:
- Signed: .....
- Name (print): .....
- Date: .....

