



FACILITIES MANAGER

Permanent, Full-Time

1. INFORMATION ABOUT THE SCHOOL

Sullivan Upper School is a large co-educational and interdenominational voluntary grammar school situated in 25 acres of its own grounds on the edge of Holywood, overlooking Belfast Lough. There are at present 1,250 pupils in the school, with 170 of them in the Preparatory Department. It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

Across both the secondary and preparatory departments, there are 82 members of the teaching staff and 68 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities. The current Facilities Team consists of a groundsperson, facilities assistant and caretaker for the preparatory department who work under the direction of the Facilities Manager.

2. TITLE OF THE POST

Sullivan Upper School is pleased to announce an exciting opportunity for the role of Facilities Manager at Sullivan Upper School. This position encompasses responsibilities across both the preparatory and secondary department sites.

The Facilities Manager will play a pivotal role in the development and delivery of all estates and facilities services within the school. Key responsibilities include procurement, statutory compliance, health & safety, and capital development. The successful applicant will oversee all aspects of the school's estate operations, including upkeep, maintenance, security, and facilities management, ensuring compliance with statutory and regulatory requirements to provide a safe and secure learning environment for both staff and pupils. Additionally, the post holder will offer expert advice on strategic direction and operational knowledge related to the compliance, operation, and development of the school's current and future estate.

We anticipate that the successful applicant will **commence employment at the earliest opportunity, subject to satisfactory completion of pre-employment checks.**

This is a full-time role, requiring 36.25 hours per week. Flexibility is essential, as some out-of-hours work will be necessary before and after the school day, as well as on weekends.

3. LINE OF ACCOUNTABILITY

The person appointed will be responsible to the Bursar and through them to the Principal and the Board of Governors of the school.

4. PRINCIPAL DUTIES

An outline of the main duties and responsibilities of this post is attached in Appendix 1 (see page 7).

5. REQUIREMENTS FOR THE POST

The following are essential criteria which will initially be measured at the shortlisting stage and which may also be further explored during the interview/selection stage. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

A ESSENTIAL CRITERIA: the person appointed to this post must:

Qualifications

A1 hold a minimum of 5 GCSE passes at grade C or above (or equivalent) including English and Mathematics;

Experience

A2 have substantial experience in delivering facilities and estates management in a multi-user site;

A3 have substantial experience in the procurement and delivery of capital projects to quality, cost and time;

A4 have substantial experience in the effective management of sub-contractors and third parties;

A5 have substantial experience in management of staff;

A6 have a proven track record in the application of health and safety legislation in a multi-user site including implementation and management of health and safety policies and procedures;

Knowledge/Skills

A7 demonstrate proficiency in budget management and financial planning;

A8 demonstrate knowledge of Estate Governance, Statutory Compliance and Facilities Management;

A9 demonstrate knowledge of the Health & Safety at Work Act and current estates related Health & Safety legislation;

A10 demonstrate knowledge and understanding of Building Management Systems;

A11 be confident and competent in the use of technology with excellent ICT skills to include working knowledge of Microsoft Office including Word and Excel, Powerpoint and Outlook, or equivalent packages;

A12 have strong leadership and team management skills;

A13 demonstrate good organisational skills and the ability to manage competing priorities;

A14 Personal Qualities

- be over 18 years of age;
- hold a full UK driving licence;
- have the ability to relate to and communicate with a wide range of people (staff, external contractors, external customers etc) with a calm and courteous manner;
- have strong problem-solving skills and the ability to make decisions under pressure;
- have a strong commitment to safeguarding and promoting the welfare of children and young people;
- be able to use their own initiative;
- have a commitment to continuous self-development including undertaking qualifications in key areas and willing to undertake training as required;

B DESIRABLE CRITERIA: preference may be given to applicants who:

Qualifications

B1 hold a nationally recognised Health and Safety Qualification eg NEBOSH;

B2 have formal relevant building or facilities management qualifications;

Experience

B3 have experience in managing facilities and estates in a post-primary school or similar educational institution;

Skills and Knowledge

B4 have familiarity with sustainable building practices and energy management;

B5 have knowledge of the latest developments in facilities management technology and software.

The school reserves the right to enhance the criteria if necessary, for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

It is essential that you fully describe how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post. Failure to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.

6. TERMS AND CONDITIONS OF SERVICE

Salary

These are in broad terms, the terms and conditions of service, which are set down for all employees covered by the National Joint Council for Professional Clerical, Administrative and Technical Staff. The school follows the NJC scheme as the basis for its own, applies the percentage increases in salary rates that are negotiated annually for NJC employees and uses the NJC spinal column for determining salary rates for non-teaching staff.

Pay will depend on qualifications and experience but will be based on the NJC pay scales for Assistant Principal Officer. This post has been graded with a range of

**NJC Points 37-40 with gross annual salary of £46,731 to £49,764
paid in 12 monthly instalments**

The person appointed will be entitled to statutory holidays (13 days) and 22 days' annual leave (which rises to 26 after 5 years' service) the majority of which is to be taken during school holidays.

Hours

The person appointed will be expected to work for

36.25 hours per week from 8.30 am to 4.30 pm

There will be a break of 45 minutes for lunch as well as a 10-minute morning break for tea or coffee.

There will be a requirement for the post holder to be in attendance on significant out-of-hours events such as Open Day, significant sporting events and SEAG Transfer days. There must be flexibility in hours worked (for example out-of-hours alarm response cover and attendance for contractors).

Pension

The successful applicant will automatically be enrolled into the NILGOSC Pension Scheme with employee Contributions payable at 6.8% and employers' pension contributions at 19%. Further information on the pension scheme is available at www.nilgosc.org.uk.

Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for that person. All appointments will be subject to the completion of a period of probationary service of six months.

7. PROCEDURE FOR APPLICATIONS

- (a) Applicants for this post are asked to complete an application form. **It is preferred that application forms are emailed** to the Principal's Personal Assistant, Mrs Amanda Graham at agraham813@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

Application forms are available on the school's website (www.sullivanupper.co.uk) or by e-mail agraham813@c2kni.net from Mrs Amanda Graham, Principal's PA.

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Monday 31 March 2025 at 12.00 noon** and applications received after 12.00 noon on that date will **not** be accepted.

- (b) A shortlist of applicants to be interviewed will be drawn up.
- (a) Interviews will take place, with **Monday 28 April 2025** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- (c) Applicants who have not been shortlisted will be notified once the interviews have taken place.
- (d) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.
- (e) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.
- (f) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.
- (g) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender,

including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

- (h) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (i) Canvassing of any kind will disqualify.

8. CONDITIONS OF APPOINTMENT

- [a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£33** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. You can find out more about AccessNI on the nidirect website, or at the following link:- [AccessNI webpage](#)

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website: <https://www.sullivanupper.co.uk/job-vacancies>

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.
- [c] Proof of qualifications will be requested before confirmation of appointment.
- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.

- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND
WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY**

C J D MAIRS
Principal

March 2025

SULLIVAN UPPER SCHOOL

JOB DESCRIPTION

FACILITIES MANAGER

The Facilities Manager has overall responsibility for the care, maintenance and security of the school's extensive range of buildings, grounds and equipment and is responsible to the Bursar and, through them, to the Principal and the Board of Governors.

Leadership and Management

1. Ensure that the school estates and facilities are appropriate, person centred, safe and compliant with regards to current legislation. This includes being the first point of contact for all estates and facilities matters within the school.
2. Create, implement and monitor a programme of Planned Preventative Maintenance work.
3. Drive continuous improvement in support services to benefit the school community.
4. Assist with the preparation, ongoing management and monitoring of the annual operating budget for the estate and facilities related items.
5. Advise and present reports to the relevant Committees of the Board of Governors in relation to the school estate and Health & Safety (eg Property, Health and Safety, ICT Strategy and Safeguarding).
6. Promote, implement and ensure compliance is monitored with all relevant school policies and procedures with regards to Health & Safety and Statutory Compliance.
7. Participate in the selection, induction and probation of staff within the Facilities Team including the School Crossing Patrol team.
8. Identify and provide training for all line managed staff relevant to their duties.
9. Create and implement work schedules for the day-to-day management of the Facilities team.
10. Ensure the most effective deployment, utilisation and development of Facilities staff.
11. Oversee the operation of the school's contract cleaning services (including regular audits) to ensure that all key performance targets are attained and to be the school's key point of contact with the contractor.

Facilities Management

12. Plan and oversee the delivery of the reactive and cyclical facilities maintenance programmes for the school ensuring compliance with the Health and Safety at Work (NI) Order 1978 and other legal requirements
13. Manage the operation of the school's Energy and Building Management Systems and ensuring they are fully maintained.
14. Responsible for the ongoing maintenance and operational management of the provision of School Access System, CCTV operations with monitoring, Fire Alarm and Intruder Alarm System.
15. Make arrangements for effective response to emergency call out.
16. Responsible for ensuring that regular and periodic buildings and grounds maintenance checks are carried out to the highest standards.
17. Liaise with grounds contractor to coordinate grounds and pitch maintenance requirements.
18. Ensure grounds are marked or set up as needed and grounds are set up in good time as required by the PE Department.
19. Key contact for ongoing maintenance and facilities contracts the school have in place.
20. Management of routine maintenance, repair schedules and specialist repairs, and response maintenance for the school estate (including ICT infrastructure).
21. Supervise and support external sub-contractors as required, assisting with the scheduling and allocation of duties and to ensure they conform to current Health and Safety regulations concerning safe working practices.

22. Liaise with and supervise consultants and contractors on minor works contracts ensuring that all works are carried out in compliance with relevant legislation, that all systems and equipment conform to current legislation and to undertake financial monitoring to ensure work is carried out within allocated budget.
23. Hold, chair and minute as appropriate relevant contractor meetings.
24. Attend and contribute to meetings with the Department of Education or Education Authority (EA) relating to grant-aided projects or school estates inspections by the EA.
25. Manage and co-ordinate the set up for daily school activities and wider school events.
26. Commission the maintenance and upkeep of specialist sports equipment.
27. Maintenance of school motor fleet.
28. Undertake the role of Energy Management Officer advising on energy efficiency measures, preparing energy reports and organising the production of the annual Energy Certificates.

Health & Safety, Fire Safety and Security of the School Estate

29. Undertake the role of school Health & Safety officer, with associated duties including reporting to the Health and Safety Committee and oversight and management of the school's health and safety procedures.
30. Responsible for the security of the school grounds and buildings, including arrangements for opening and locking up.
31. Arrange for regular security checks to be undertaken and advise on how security risks can be minimised.
32. Identify health & safety repairs and put into operation as necessary emergency work required to ensure the health & safety of staff, pupils and others.
33. Maintain COSHH records.
34. Undertake Display Screen Equipment (DSE) assessments as required for staff.
35. Oversee compliance inspections such as portable appliances and fixed wire testing and ensuring that repairs and maintenance are carried out on a timely basis.
36. Ensure that fire systems and prevention equipment are properly and appropriately installed, maintained and inspected and that all alarms are regularly tested.
37. Play a key role in fire evacuation duties; liaising with the relevant staff to ensure that fire evacuations are carried out regularly, reviewed and appropriately documented to comply with the school's evacuation procedures.
38. Ensure risk assessments and all relevant documentation are fully compliant and carried out on a regular basis (for example fire, legionella, asbestos, radon risk assessments)
39. Maintain school key register and ensure safe custody and transfer/allocation of keys/security fobs.
40. Investigate accidents and incidents and prepare reports to review on a regular basis with the Principal.
41. Act as the school contact for the Fire Service and Health and Safety Executive

Procurement

42. Responsible for the instruction, supervision and contract administration (including full discharge of all Health & Safety, legal, statutory and contract conditions) of school estate and facilities contracts, in line with the school's procurement and purchasing procedures ensuring best value for money.
43. Ensure the effective management of school utility accounts.
44. Ensure all contract and works are inspected, tested and commissioned to the appropriate standard, providing effective data capture for audit purposes.
45. Responsible for the administration and supervision of contractors, ensuring that contractors are appropriately Access NI checked, fully insured etc.
46. Responsible for proposals, costings and business cases for significant estates and facilities spend, including new capital projects and tenders.
47. Prepare specifications and other tender documentation for the procurement of supplies, works and services as necessary in accordance with school procedures.

Community Access / Extended Use of Facilities

48. Manage the access to the School by the local community in strict compliance with the school's Site Management Plan, rates and terms and conditions approved by Governors and, where relevant and necessary, make recommendations for changes to the policy.
49. Monitor the lettings rates against those made by other local hirers, and make recommendations for any proposed changes.
50. Co-ordinate lettings requests with the School's own requirements for out-of-hours use, giving priority at all times to the School's use.
51. Co-ordinate the involvement of staff in lettings, and the need for additional cleaning as required.
52. Co-ordinate the involvement of the Catering Manager as and when necessary.
53. Liaise with the Bursar on bookings made and income generated.

Specific projects

54. As requested by the Bursar or the Principal undertake specific Facilities Management related projects which could include, for example, forward planning exercises, service delivery options, policy options, budget savings, value for money exercises, office space allocation, tendering processes for contracts etc.
55. Prepare reports for the Governors and senior management, and, where appropriate and necessary, make recommendations.

General

56. Required to carry and use a school supplied mobile phone and also act as a key holder.
57. Be aware of and comply with safeguarding, child protection and confidentiality responsibilities as outlined in the staff Code of Conduct and related policies and procedures.
58. Contribute to the overall ethos/work/aims of the school.
59. Keep informed regarding new technical developments within the industry and make recommendations regarding the adoption and acquisition of such developments to the School.
60. Liaise as required with relevant agencies and personnel in matters relating to the school's estate (eg local Council, PSNI, auditors)
61. Attend Open Day and other significant school events held outside normal school hours eg SEAG test mornings, significant sporting events to ensure the smooth operation of events.
62. Participate in the Annual Review Process for non-teaching staff.
63. Undertake such other duties and responsibilities reasonably consistent with the role of a Facilities Manager, including occasional practical assistance.

Flexibility in working hours is expected to fulfil the responsibilities of this key role and meet the needs of the School, including attendance at meetings and events outside of normal working hours when requested.

* School refers to both the Secondary and Preparatory Departments