

August 2026

## Facilities Manager Vacancy

Dear Candidate

Thank you for your interest in working at Blatchington Mill School. As this is such a key role at the school we hope it will be helpful for you to have some background and context.

This is a large successful secondary school in Hove under the authority of Brighton and Hove City Council. We have over 1600 students and around 250 staff. The school has high expectations of behaviour and achievement.

The site comprises of two previous schools joined together and the main building is over ¼ mile from one end to the other. In addition to this structure in a range of materials there are a variety of out buildings and 'temporary' huts. The heating and hot water across the site are fuelled by gas and electricity with a combination of control mechanisms.

In addition to the usual teaching and learning spaces we have an excellent theatre, a dance studio, drama studio and well equipped music rooms to reflect the emphasis that the school places on the performing arts, our school productions are of a high standard and are supported by members of the facilities team.

We let out those performing arts spaces as well as our sports hall and All Weather Pitches, there are very good relationships with several community groups hiring for sports and arts activities. The maintenance and operation of these lets are managed by our facilities team.

I hope that this context gives an idea of the range of responsibilities covered by the facilities team in addition to regular maintenance, cleaning and reacting to whatever comes up in a typical school day.

The Facilities Manager is a key role, leading a team of seven, including the manager of the cleaning team. The post holder must be proactive and enthusiastic. The successful candidate will continue the work of the retiring post holder in ensuring that the fabric and infrastructure of this school supports high standards of teaching and learning and that the environment is safe and pleasant for students, staff and visitors.

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The duties of the Facilities Manager are varied and wide ranging and include to:

- Prepare work rotas, planned and reactive allocation of tasks to the team.
- Monitor and manage performance. Identify training and support requirements.
- Ensure effective health & safety risk management, including that of third party contractors.
- Monitor the condition of site buildings and grounds to ensure that appropriate health and safety standards and compliance are achieved.
- Contribute to the management of all site-related projects.
- Supervise visiting contractors and service providers, ensuring they have access to the schools fire evacuation procedures and asbestos register etc.
- Take a proactive approach to statutory compliance.
- Arrange programmes of minor repairs and maintenance
- Work closely with the School Business Manager regarding the best use of funds allocated for maintenance.
- Manage costs of maintenance projects and keep the Business Manager up to date with regular statements of maintenance forecasts and expenditure.
- Ensure compliance with relevant Health and Safety Regulations and British Standards.

Candidates should be highly organised with excellent interpersonal skills, the post will include certain administrative, asset management, budget management and team management responsibilities. A good level of literacy and numeracy are essential along with being confident in the use of technology.

I do hope that you have found this interesting to know the context of the school and some more details about the job.

I would strongly encourage a visit to the school to inform your application. To arrange this please contact Amanda Brasington by email at [abrasington@blatchingtonmill.org.uk](mailto:abrasington@blatchingtonmill.org.uk).

I look forward to receiving your application.

Yours faithfully

**Sarah Hextall**  
Executive Business Manager

**Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.**