



Facilities Manager

Full time (5 days per week) Salary: Commensurate with experience

Start date: September 2026

Read School, Drax, is a co-educational day and boarding school for pupils aged 4-18. Founded in 1667, the School has a long tradition of academic ambition, pastoral care and community spirit. We are seeking to appoint an experienced and proactive Site & Estates Manager to lead the effective operation, upkeep and strategic development of our estate and associated support services.

This is a senior operational role within a small management structure, requiring a collaborative, organised and solutions-focused professional. The successful candidate will lead the operation, upkeep and strategic development of the school estate and facilities and will oversee the effective operation and maintenance of the School's buildings and its grounds to ensure a welcoming, safe and clean environment.

Key Responsibilities

- **Estate & Facilities Management** - ensuring all buildings and facilities are safe, well-maintained, compliant and welcoming
- **Grounds & External Areas** - overseeing the contracted groundskeeper and ensuring high-quality outdoor spaces
- **Operational Team Leadership** - managing the site team, cleaning teams and providing oversight of the Catering Team
- **Health & Safety Compliance** - leading statutory checks, risk assessments, method statements and regulatory documentation
- **Energy & Sustainability** - driving initiatives to improve energy efficiency and reduce operational costs
- **Contractor & Project Management** - procuring, supervising and evaluating external contractors and service providers
- **Strategic Estate Development** - working with the Head, SLT and Business Development Manager on long-term estate planning and capital projects
- **Lettings & Income Generation** - supporting the upkeep and improvement of lettings facilities to enhance commercial income
- **Reporting & Governance** - providing timely, accurate reports to the Head, SLT and PH&S Governors

The Successful Candidate Will Have

- Relevant facilities or estates management experience, ideally within an educational or multi-site environment
- Strong working knowledge of Health & Safety legislation, including risk assessments and method statements
- Health & Safety certification (IOSH or equivalent)

- Proven ability to lead and motivate operational teams across multiple service areas
- Experience of budget management and delivering value for money
- A proactive, self-motivated approach with the ability to identify issues and implement solutions independently
- Excellent organisational, communication and time-management skills

We Offer

- Competitive salary, dependent on experience
- Generous employer pension contribution
- Lunch provided in school
- 25 days' annual leave plus bank holidays
- Staff fee remission scheme
- The opportunity to make a significant impact on the development and presentation of a historic school estate

How to Apply

Applications should include a completed application form and a supporting statement outlining suitability for the role. Early applications are encouraged as the School reserves the right to interview suitable candidates as they apply.