



Information
for Applicants

FACILITIES MANAGER

March 2025



ABOUT THE SCHOOL

RBAI was founded at the beginning of the nineteenth century by the public subscription of the citizens of Belfast.

The Main School occupies an impressive eight-acre site in the centre of Belfast, with modern and specialised facilities. The Preparatory Department, Inchmarlo, is self-contained within its own site in the Malone Road area of South Belfast and is exceptionally well equipped for all aspects of teaching and games. The School owns 23 acres at Osborne/Cranmore Playing Fields and 12 acres at Bladon Playing Fields, both on the Malone Road and a Boathouse at Lockview Road, Stranmillis.

Today RBAI has almost 1,100 in its Secondary Department and approximately 130 pupils in the Preparatory Department. About 175 new pupils enter the School every year from a diversity of backgrounds. The School encourages excellence and participation in both academic and extra-curricular activities and ensures that every boy is supported pastorally so that he can fulfil his potential.



ABOUT THE JOB

The Board of Governors is seeking to appoint a Facilities Manager to manage and maintain a safe working environment for staff, pupils and visitors throughout all the School facilities. This is a full time permanent post.

Title:

Facilities Manager

Department:

Facilities Management

Responsible to:

Bursar

MAIN DUTIES & RESPONSIBILITIES

Facility Management

- To maintain a safe working environment for staff, pupils and visitors throughout the campus
- To implement and contribute to the School property strategy set by the Property Sub-Committee and the Health and Safety Committee
- To draft and implement a property maintenance plan, aligned to the strategic direction set by the Property Sub-Committee and the Health and Safety Committee
- To procure goods and services for facility management functions in line with School procedures for acquiring best value for money
- To ensure the effective and efficient operation of the School's building services systems
- To direct contractors to specified work and to monitor their progress and quality of work undertaken, reporting on the standard and completion of all work
- To compile and maintain an asset register for furniture and moveable equipment (non-IT)
- To be responsible for the general appearance of the School estate
- To respond to all defect/maintenance reports and put into action such remedial works as are necessary working within Health & Safety parameters regarding specific trade skills within the team and procuring specialist contractors as necessary

Staff Management

- To plan, organise, prioritise and delegate tasks to the Facilities Management staff and to oversee such work to ensure the efficient and effective performance of such Staff
- To work with facilities management team to support out of hours events e.g. open evenings, parents' evenings etc.
- To perform line manager duties for the Facilities Management Team as detailed in Human Resources Policies, such as Disciplinary Policy, Absence Management Policy, annual leave etc.

Outsourced Services

- To source contracts and service providers for functions such as catering, cleaning, security, as identified by the Bursar, in line with current procurement procedures
- To manage performance of contracts and maintain relationship with key contract managers
- To monitor KPI for outsourced contracts
- To provide monitoring reports to the Bursar, as appropriate

Capital Projects

- To liaise with appointed contractors before and during any capital works programmes regarding the day-to-day operations of any renovations, refurbishments, and building projects, to ensure safety and security of school personnel and premises

Security

- To ensure the school is ready for use each day and for use outside school hours
- To ensure that the School is secure when not in use
- To manage and monitor and maintain any associated fire and intruder alarms and C.C.T.V. systems.



Health & Safety

- To ensure that all tasks undertaken in the maintenance of the School comply with relevant Health & Safety legislation.
- To manage and monitor standards, processes, training and systems to ensure the awareness of, and adherence to, current Health & Safety legislation and guidance
- To plan and arrange regular Health and Safety tests, as set out in legislation and guidance issued by Education Authority, insurers, HSENI etc.
- To ensure all relevant Health and Safety documentation is up to date and available for inspection, including:
 - Legionella
 - Asbestos
 - Radon
 - Ventilation
 - Emergency lighting
 - Fire Safety Plans inc. Compartmentation, Emergency lighting, Fire and smoke detection systems
 - Portable Appliances Testing
- To liaise with relevant authorities on Health & Safety Matters
- To ensure Facilities Management staff have the necessary Personal Protective Equipment (P.P.E.) and that it is used
- To identify and seek the necessary training for Facilities Management staff to allow them to fulfil their role and duties safely
- To prepare an annual H&S report for the Board of Governors

Risk Assessment

- To maintain a register of all risk assessments conducted
- To liaise with Heads of Departments and Teachers in Charge of Sports/Clubs to ensure risk assessments are carried out within a required timeframe
- To liaise with specialist risk assessors as required

Budget Management

- To contribute to the setting of annual budget
- To manage reactive and proactive maintenance budgets

Hire of Premises

- To proactively seek suitable hire of premises to ensure optimal utilisation of premises
- To manage the administration of hire of premises
- To liaise with the Finance Team to raise invoices for Hire of Premises
- To provide reports regarding Hire of Premises to the Bursar as required, for submission to the Board for approval

GENERAL CONDITIONS

This job description will be reviewed regularly and may be subject to amendment or modification at any time after agreement with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



ABOUT THE PERSON

CORE TRAITS AND SKILLS

- To maintain good relationships with a wide range of suppliers, employees, managers, contractors, executives, and other stakeholders.
- To manage budgets, leverage technical knowledge, make quick decisions, and solve problems.
- To understand and use technology to improve School activities.

Essential Criteria

The minimum essential criteria are:

- a minimum of 2 years relevant experience
- hold a level 4 qualification in a relevant discipline
- competent writing and communication skills – including the ability to communicate technical information
- familiarity with spreadsheets and appropriate software
- experience of relationship-building
- the ability to prioritise and multi-task
- time management skills
- teamwork, leadership, and motivational skills
- experience of procurement and negotiation
- ability to think proactively
- enthusiastic about delivering consistent excellence

Desirable Criteria

- a minimum of 5 years relevant experience
- hold a degree in facilities management or equivalent discipline
- experience working in a school environment

ABOUT THE BENEFITS

Salary

The proposed salary range is £45,000-£50,000, depending on experience.

Benefits

- Generous paid annual leave in excess of statutory leave Customary holidays and 23 annual leave days (increasing to 30 annual leave days)
 - Free parking on site
 - Access to generous pension (NILGOSC pension employer contributes 19%)
 - Lump Sum Payable to your beneficiary if you die.
 - Survivors' Pensions Payable to your civil partner, spouse or eligible cohabiting partner and eligible children.
 - Occupational sick scheme in excess of statutory requirements
 - Up to 60% discount on fees at RBAI and Inchmarlo
 - Family leave (includes maternity, paternity, adoption and surrogacy) in excess of statutory requirements
 - Staff development days annually
 - Contribution towards cost of external training
 - Access to Inspire Workplace (delivering mental health wellbeing and support in the workplace)
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APPLICATION SUBMISSION

Please complete the Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post.

Please return completed forms, marked private and confidential for the attention of the Bursar, to:

info@rbai.belfast.ni.sch.uk

or post to

R.B.A.I.

College Square East

Belfast BT1 6DL

by

12 noon on Thursday 3 April 2025.

PRE EMPLOYMENT VETTING

RBAI places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the school. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). Further details regarding this check will be issued as part of the pre-employment vetting process

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>

It is an offence for anyone to who is barred from working with children and vulnerable adults to apply for a role in Regulated Activity within the school. Further information may be obtained from AccessNI at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>



