



DAVENIES

Engage **Inspire** Challenge

Facilities Manager Full-Time



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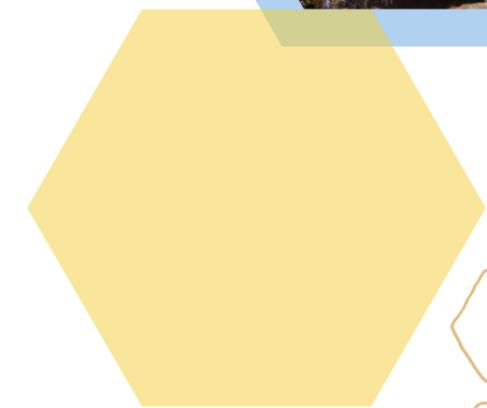


The School

Davenies is a thriving IAPS day school for boys aged 4-13. Our ethos and philosophy enable the boys to make the most of their preparatory years, supported by high quality pastoral care, a broad and stimulating curriculum and numerous extra-curricular opportunities. Davenies has its own distinct character and from their earliest year's children are encouraged to relish the learning experience.

We are committed to an education both in and out of the classroom, thereby enabling the academic, artistic, musical, creative and physical potential of each child to flourish. This School is a warm, caring and happy one, where self-esteem is nurtured and grown; we believe that by fostering a wide range of interests and passions we provide the boys with every opportunity to develop in confidence. Our high-quality teachers have an excellent track record of preparing children for life at the country's leading senior schools and beyond.

Enterprises such as the unique Davenies Award Scheme and the permeation of technology in our teaching and learning ensure we offer a truly independent educational experience.



Aims of the School

Davenies' vision is to **engage, inspire and challenge**.

Davenies' mission is to ensure that every boy experiences a breadth of educational opportunities, encouraging and cultivating a lifelong eagerness for learning, whether academic, creative, artistic or sporting. We encourage the boys to discover their own passions and talent, to develop determination and resilience, to reach their potential, and to become mindful and thoughtful individuals, with a strong sense of service, responsibility and community.

Davenies' aims are:

- To offer academic excellence alongside an extensive educational experience
- To delivery contemporary and highly skilled teaching approaches whilst embracing traditional values
- To provide a vibrant, caring and inclusive environment to which all boys contribute and within which they thrive

Fundamental to this is our understanding of boys and how we approach their learning, whilst never losing sight of each boy as an individual.

Davenies' ethos underpins our vision to engage, inspire and challenge:

- By engaging, we develop curious, reflective and enthusiastic thinkers
- With inspiration, we nurture motivated and ambitious learners
- Through challenge, we cultivate courageous and determined characters

Davenies' spirit provides the stepping stones that develop courteous, confident, thoughtful and independent young men, and supports our school's motto, *singulus pro fraternitate laborans* – each striving for the good of all.

The Appointment

Facilities Manager

Davenies Prep School is seeking an exceptional Facilities Manager to play a pivotal role to ensure that buildings, grounds, and services actively support the life and work of the whole community. This is far more than a maintenance role: it is a leadership position at the heart of the school, combining strategic oversight with a strong service ethos. The successful candidate will understand the hospitality nature of the environment, treating staff and pupils as valued clients, and creating safe, welcoming, and high-performing spaces in which children can thrive. With a thorough knowledge of health and safety requirements, the ability to manage contractors and compliance, lead and motivate a dedicated team, control budgets, and plan and deliver a multi-year maintenance strategy, you will ensure that the school's estate is both impeccably maintained today and sustainably developed for the future.

This is a full-time, all year round role, with a fantastic reward and recognition benefits package including up to 30 days annual leave a year including bank holidays.

How to Apply

To apply for this position, please submit a Davenies Support Staff Application Form with a cover letter for the attention of the HR Manager by 5:00pm on Tuesday 31st March 2026. Applications should be sent via email to Ms Joanne Cook, HR Manager (hrmanager@davenies.co.uk).

Interviews will be held w/c 13th April 2026



Facilities Manager Job Description

The Role

Reporting to the Bursar, the Facilities Manager's role is:

- To exercise overall responsibility for the day-to-day security, maintenance and upkeep of the school buildings and grounds, plant and machinery.
- To oversee all aspects of building and facilities management and to ensure that the School's facilities are maintained to the highest standard.
- To provide a safe, secure, clean, warm and stimulating environment for boys, staff and visitors and ensure that health & safety requirements are complied.
- To establish appropriate systems and working practices that ensure compliance with all relevant statutory regulations and recognised best practice.
- To take an active role in identifying, co-ordinating and costing pre-planned maintenance and small scale works projects.
- To act as Line Manager to the two Site Maintenance Assistants, Housekeeper and Head of Grounds; promoting team spirit, looking after their welfare and supporting training and personal development.
- To act as the focal point for contracted services including gardening, catering, cleaning and waste management.
- To promote positively the vision and aims of the School, in particular providing a vibrant caring and inclusive environment in which our boys can thrive, and to uphold the Davenies' standards for staff.

Duties and Responsibilities

- Work alongside the Deputy Head: Operations and Director of Admissions, Marketing and Communications to plan and prepare for School activities and events.
- Plan and agree the shift arrangement with the Site Maintenance Assistants in accordance with School Activities, events and security requirements.
- Co-ordinate the tasking of the Site Maintenance Assistants, Housekeeper, Head of Grounds and external agencies to meet the requirements of both regular School activities and special events.
- Support the Swimming Pool Technician's role in relation to the safe and compliant operation and maintenance of the technical aspects of the Swimming Pool; where the Swimming Pool Technician is away from site, make arrangements for the daily checks to be carried out.
- Liaison with external groups using the School's facilities including checking insurance, qualifications, DBS, risk assessments and conducting induction training (fire, H&S, security) as appropriate.
- Engagement, as required, with our neighbours and local community so that Davenies is seen in a positive light and the School's activities do not impact adversely upon others.

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Planning

- Develop a fully costed and prioritised 3 year Maintenance Programme to cover statutory and scheduled maintenance, periodic tasks, service contracts, renewals, repairs, minor new works and grounds maintenance.
- Plan, cost and manage small scale works projects including due diligence checks on prospective contractors, value for money reviews, review of schemes of works and risk assessments.
- Hold budgetary responsibility for the Establishment Budget including property management, grounds, cleaning, health & safety and waste management.
- Monitor contractors to ensure performance, delivery to contract specification, contract amendments and renewals as necessary.
- Assist with the management and monitoring of capital and refurbishment projects as required.

Property Management

- Maintain an up to date Condition Survey of buildings and plant.
- Undertake general maintenance of the fabric of the School in accordance with the School Management Plan and agreed budgets.
- Co-ordinate the work of external contractors to ensure all works or repairs are carried out by approved contractors, meet regulations and are completed to an acceptable standard with agreed timelines and budget.
- Formulate, maintain, update and familiarise yourself with all plans, servicing schedules, operating instructions and other data relating to the site, its infrastructure, including the Building Management System and other equipment.
- Promote energy efficiency initiatives across the School.
- Maintain and ensure the safe and efficient operation of installations for:
 - electricity
 - gas (including boiler housings)
 - water (including storage and testing)
 - heating (including timers, thermostats, air source heat pumps)
 - domestic hot water
 - water softening.
 - rain water (including gutters and drains/soak-aways)
- Check and maintain appropriate safe levels of lighting, heating and ventilation throughout the School.

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Facilities Manager

Job Description

Health and Safety

- Act as a Health & Safety Advisor to ensure that relevant legislation, procedures and good practice are continually observed by promoting and monitoring safe working practices within the Site Team and School as a whole. You must maintain a current IOSH or equivalent qualification in Health & Safety.
- Initiate statutory and advisory safety checks in accordance with the School's Health and Safety Policy and relevant legislation.
- Retain records of all statutory and safety checks undertaken and remedial action taken; where checks are carried out by other members of staff carry out regular supervisory checks.
- Ensure that the School is legally compliant with statutory inspections and maintenance. This will include arranging all timely servicing/inspection of equipment and services, asbestos, electrical installation, gas, gymnastic equipment, fire, fixed wire testing, lifts, legionella, PAT testing, play equipment, retractable seating and other annual maintenance and health & safety checks as required. Up-to-date logs and records must be maintained.
- Ensure that all contractors are inducted through the SAFE START system such that they are aware of relevant risks, observe relevant health and safety regulations and follow safeguarding requirements whilst on site. Supervise the work of all contractors that you have instructed on site.
- Maintain records of due diligence checks on regular and ad hoc contractors to include insurance, schemes of work, risk assessment and ensure relevant permits to work are issued.
- Inspect the site to ensure safe practices are being adhered to especially within the Site Team; initiate, support and review Risk Assessments across the School; support staff undertaking Active Monitoring; take the leading role in risk assessing large scale events drawing upon best practice and HSE guidelines wherever possible.
- Monitor the exposure of members of the Site Team, including casual staff, to risks especially those associated with manual handling, noise and vibration and ensure action is taken to minimise such risks.
- Maintain a register of COSHH and undertake regular checks that regulated substances are being stored and used in accordance with extant guidelines.
- Deliver regular and relevant training to the Site Team.
- Operate and test fire alarms and call points on a weekly basis and check fire fighting equipment on a monthly basis; check emergency lighting on a monthly basis; undertake any necessary maintenance and maintain a record of all testing and checks; investigate any out of hours incidents notified through custodian monitoring.
- Ensure signage is accurate and appropriately maintained.
- Ensure extermination of pests and vermin and ensure preventative measures are in place
- Ensure PPE is supplied to members of the Site Team and others carrying out maintenance work and used where necessary.

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Security

- Responsible for the implementation of security measures to safeguard pupils, staff and visitors, including the supervision and maintenance of any systems installed for surveillance, door entry or intruder alarms in accordance with the School's Security Policy.
- Ensure the efficacy and compliance of the CCTV system and that appropriate signage is on display.
- Arrange for the site and premises to be unlocked and secured at designated times.
- Arrange for a member of the Site Team to provide keyholder cover out of normal working hours.
- Maintain an inventory of all keys and conduct an annual key muster.
- Change all security combinations on a termly basis or more often if required.

School Grounds

- Develop with the assistance of the Head of Grounds a grounds maintenance schedule of work for the upkeep and improvement of playing fields (including St Mary's), Davenies Meadow, gardens, all-weather surfaces, play areas and play equipment, boundary hedges, fences and gates throughout the year.
- Liaise with the Head of Sport on requirements for pitches at School and St Mary's.
- Hold delegated responsibility for the grounds maintenance budget including the work undertaken by the Gardener.
- Liaise with the Tree Protection Officer for all tree maintenance tasks.

Cleaning

- Monitor the provision of contract cleaning against the contract specification with due attention to performance and quality.
- Hold budgetary responsibility for the cleaning contract and monitor expenditure on sundry items.
- Provide the Site Maintenance Assistants and Housekeeper with schedules of routine tasks to ensure that the School is kept clean, tidy and is well maintained on a daily basis.
- Prepare the School to the highest standard for special events.
- Respond to any emergency cleaning requirement including clearing up spillages, bodily fluids etc as a matter of priority.
- Identify and arrange specialist cleaning of windows, mats, carpets etc.

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Facilities Manager Job Description

Waste Management

- Monitor waste management contracts to ensure all waste is being removed on a regular basis so as not to become hazardous and is disposed of legitimately.
- Promote and facilitate 'reduce, reuse and recycle'.

School Vehicles

- Maintain the School minibus fleet by conducting weekly checks on oil, water, tyres, lights and indicator; arrange servicing in accordance with manufacturer's schedules and statutory safety checks; arrange repairs and cleaning as necessary.
- Arrange training for members of staff volunteering to drive the School minibus under the Section (19) licence.
- Ensure that all school vehicles have current Road Tax and MOT and are regularly serviced.

Undertake any other task identified by the Headmaster, Bursar or member of the SLT within the general scope of responsibility.

Experience, Qualification & Training

- The Successful Applicant will have previous experience in a similar role in Facilities and Health and Safety.
- Knowledge and understanding of the education sector and/or experience of working within a school environment is desirable but not essential.
- The successful candidate will be required to complete safeguarding training online (arranged by the school) before they commence the role, where they have not already received training in the past two years

Working Time

- The post is all year round and full-time
- Up to 30 days Annual leave (including Christmas and New Year shutdown)
- 40 hours per week, 8.00 am - 5.00 pm (including one hour paid lunch break per day)

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Facilities Manager Salary & Benefits

This role is assigned to the Davenies Support staff group pay scale and the salary will be competitive dependent upon qualifications and experience.

Benefits

- A generous employer contribution towards an support staff pension scheme (10% Employer, 5% Employee)
- Death in service (two x annual salary)
- Sick pay provision immediately upon joining
- Cycle to Work/Tech Scheme
- Fee remissions are available for employees children
- We are able to provide childcare voucher provisions
- Onsite car parking facilities are available
- We place great emphasis on staff wellbeing and morale and we firmly believe in work/life balance for everyone at Davenies. Social events for staff take place throughout the year
- We provide iPads and laptops to all our staff
- Personal Accident and Emergency Dental cover, including access to a healthcare helpline and individual counselling services
- Our talented catering team ensures that staff enjoy complimentary healthy and balanced meals every day
- Davenies branded fleece
- We pride ourselves on encouraging and supporting our staff with access to regular Continuing Professional Development courses and training

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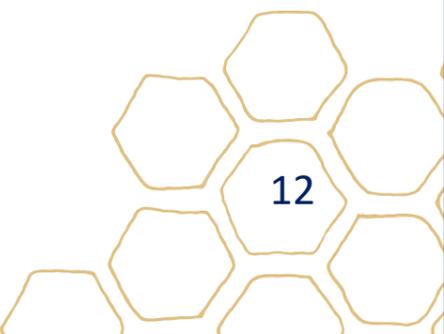
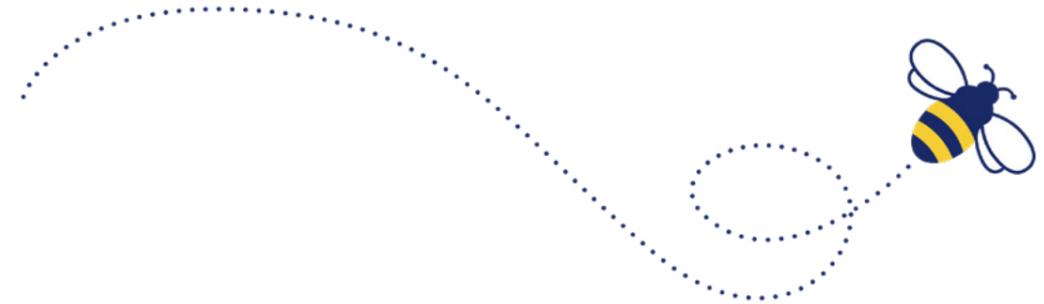
Facilities & Staff

Facilities

Centred around a Grade II Listed Farmhouse, the school comprises a mix of traditional and modern buildings, with the RIBA award-winning Jubilee Building housing the Pre-Prep and Junior school. Much of the learning for boys from Reception to Year 4 takes place in their own classroom, and from Year 5 upwards takes place in subject-based rooms. The pupils also benefit from the use of the School's other buildings and outside areas which house the Dining Room and Library, the Performing Arts Centre and Sports facilities including swimming pool, gymnasium, AstroTurf and sports fields.

Staff

Davenies has over 80 employees consisting of full and part time qualified teachers and teaching support staff, and supported by a team of office staff, a site team led by the Facilities Manager, and a dedicated School Nurse. Catering, cleaning and IT support are outsourced, with external contract staff working alongside the School to provide term-time services. In addition, the School hosts a range of visiting music, LAMDA and extra-curricular activity tutors.



Child Protection

Child Protection

Child Protection is always a top priority at Davenies. Davenies is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people whilst offering a supportive working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Child protection screening applies to all staff appointments within the school, including Enhanced DBS Certificate, Barred Lists check, and checks against the Teacher and Management Prohibition Lists. For further information, please read the School's Child Protection Policy and Recruitment Policy and Procedure which are available on the School's [website](#).

Davenies School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All successful applicants are required to undergo child protection screening including checks – with current and previous employers and the Disclosure & Barring Service.





DAVENIES

Station Road, Beaconsfield, Buckinghamshire, HP9 1AA
E: office@davenies.co.uk | T: 01494 685400 | www.davenies.co.uk