



Facilities Manager (Part-time, Job Share)

Period: Permanent
Contract type: Part-time, Job share
From: April 2026, or as soon as possible thereafter
Reporting to: Principal

The Board of Governors invites applications from suitably qualified and experienced individuals who can demonstrate, both in their written application and at interview, the knowledge, skills and dedication required for the post as detailed in the Job Description, as well as a commitment to the College's integrated ethos.

The appointee will share duties and responsibilities with our existing Facilities Manager, who is seeking to reduce to part-time hours as part of a phased retirement. The appointee will also work closely with the Housekeeper. The post involves managing and maintaining our new state-of-the-art school building, which opened in February 2025, and campus.

Job description

The Facilities Manager has overall responsibility for the maintenance, security and cleanliness of the building and College site. Additional responsibilities include overseeing evening and weekend rental of the College's facilities.

Duties involve a combination of practical and administrative tasks, including:

1. Building management

- opening and locking up the College building at the start and end of the day;
- operating the building management systems, including heating, lighting and alarm systems;
- managing the fuel and supply orders;
- delivering incoming goods to departments;
- preparing rooms, such as the Assembly Hall and classrooms, for meetings;

2. Maintenance and repairs

- ensuring annual servicing requirements are met;
- undertaking minor repairs as required, or arranging for tradesmen to undertake more specialised work;

3. Security

- monitoring security cameras on a regular basis;
- ensuring windows, doors and perimeter fencing are secure;



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- reporting any improper conduct to the Principal, Vice-Principal or other senior member of staff;

4. Cleaning

- maintaining checks of the building and site during the school day, ensuring common areas are kept clean and safe;

5. Groundskeeping

- maintaining the grounds and removing litter;
- sweeping paths, pitches and the sports hall;
- undertaking gritting during cold weather.

The Housekeeper has responsibility for:

- managing the cleaning staff and allocating daily tasks on a daily basis;
- restocking supplies and monitoring cleaning equipment;
- managing student lockers, distributing keys and servicing the units;
- reporting any defects or issues to the Facilities Manager.

Cleaning staff are responsible for:

- cleaning and sanitizing bathrooms including showers, toilets and sinks;
- cleaning and sanitizing desks, chairs and work surfaces;
- vacuuming floors and mopping vinyl floors as required;
- emptying waste bins;
- reporting any defects to the Facilities Manager or Housekeeper.

Person specification

The appointee will have experience of building systems management and practical maintenance. They will be well versed with the importance of application of safety standards, health and safety practices and site security. They will be proficient in the use of IT and willing to undertake additional training as required.

They will possess strong inter-personal skills, including the ability to work as part of a team, as well as self-discipline, trustworthiness and the ability to accomplish tasks unsupervised.



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The appointee will be line managed by the Principal and work closely with the existing Facilities Manager and Housekeeper. Induction and training will be provided as required.

The Governors reserve the right to review and amend the duties and responsibilities of these posts, in consultation with post holders. The above is not a comprehensive statement of duties but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Applicants should note the selection panel reserves the right to enhance the desirable criteria if necessary to ensure a manageable short-list.

Salary Scale (NJC)

Point 17 £31,022 (£16.5261 per hour) - Point 20 £32,597 (£17,3651 per hour) pro rata

Placement on salary point will be determined by experience.

Application process

Posts involving work in educational institutions are regulated and subject to Access NI registration. The successful applicant must apply and pay £32 to Access NI for an Enhanced disclosure of Criminal Record Certificate.

Shimna Integrated College is an Equal Opportunities Employer and is committed to the adherence to child protection procedures.

Please download an Application Pack from our website www.shimnaintegratedcollege.org

Completed application forms should be returned to the Bursar at kmaguire432@c2ken.net by **12.00 pm** on **Wednesday 4 March 2026**.

Interviews are expected to take place the following week.