

# Ivy Education Trust



Application Pack and Job Description  
Newton Abbot College  
Estates and Facilities Manager



## Newton Abbot College Estates and Facilities Manager

Newton Abbot College is seeking a high calibre, enthusiastic and experienced Estates and Facilities Manager with a proven track record of buildings and facilities management including arranging maintenance works, planning maintenance scheduling, line management, budget management and arranging contracts. The successful candidate will have a good knowledge of compliance and legislation requirements.

This role represents a chance for someone to assume responsibility for maintenance and to lead the maintenance and caretaking team at Newton Abbot College. We are looking for an individual with high professional standards to join the team and to be instrumental in the growth of the Maintenance & Caretaking team at Newton Abbot College and across the Ivy Education Trust.

Are you:

- an approachable team player with excellent interpersonal skills?
- a confident communicator with the credibility to interact at all levels?
- Practical, resilient and flexible in your approach, able to multitask and prioritise at all times?
- confident in your ability to provide a major contribution to Newton Abbot College?

You will have:

- proven experience working in an estate & facilities management role.
- a sound and up-to-date knowledge of compliance legislation.
- incredibly high expectations with a determination to secure the best outcomes for our students.

This is an excellent opportunity for a skilled individual with determination and resilience to make a significant contribution to our long-term success. If you relish the opportunities and challenges this role presents, think you can make a difference to our organisation and like the idea of joining our successful, supportive and highly motivated team in the delivery of outstanding education, then we want to hear from you!

Newton Abbot College is an over-subscribed secondary school with a growing Sixth Form that is situated in the heart of Newton Abbot, Devon. Our mission is to support, challenge and inspire every individual to be better than they ever dreamt they could be. To achieve this staff and students share the same set of values and drivers that underpin an ethos of traditional values and incredibly high expectations and a culture of high-quality teaching supported by exceptional pastoral care. Staff wellbeing and professional development are always a priority and we work hard to look after our staff and provide them with opportunities to develop their practice and, if they wish, further their careers. There is a very strong sense of community and team at Newton Abbot College; everybody looks out for one another and everybody is proud of their role; as together we grow our college from strength to strength.

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email Amy Grashoff, Headteacher at Newton Abbot College on [headteacher@nacollege.devon.sch.uk](mailto:headteacher@nacollege.devon.sch.uk).

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk)

Completed application forms should be sent to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk) before the closing date stated below.

Closing date for applications is Monday 15<sup>th</sup> January 2024 at 09:00. Interviews will be arranged once applications have been reviewed.

We reserve the right to interview before the closing date, so please get your application in early.

Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And after being here for two years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our U-14s Netball team getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole college framework of behaviour for learning expectations; centralised behaviour systems; a weekly coaching programme for all staff (because, in the words of Dylan Wiliams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.



Amy Grashoff  
Headteacher  
Newton Abbot College

# Job Description

<b>Post Title:</b>	Estates and Facilities Manager
<b>Location:</b>	Newton Abbot College
<b>Salary Grade:</b>	Scale 6, Point 24-28. (£33,024 - £36,648)
<b>Working Hours:</b>	37 hours per week, 52 weeks per annum. There is a requirement to work flexibly according to business need.
<b>Contract Type:</b>	Permanent – Immediate start
<b>Responsible to:</b>	Headteacher

## Role description

To assume responsibility for maintenance across Newton Abbot College and to lead the Maintenance and Caretaking team. To support the organisation in the growth of the Estates Services division across Ivy Education Trust. To ensure proficiency in the core business operations of the college, enabling student learning to remain at the centre of everything we do.

## Main duties

- To ensure that the maintenance of the college's buildings and environments are effectively undertaken.
- To be responsible for security, cleanliness and portage.
- To monitor contracts and liaise with contractors.
- To ensure the Health & Safety of the sites is maintained to a high standard and in accordance with relevant legislation.
- Manage all aspects of the schedule of works, liaising with the Headteacher to priority tasks if needed.
- To prioritise work as appropriate to ensure any negative impact on teaching and learning is minimised.
- To provide a high quality, proactive maintenance service to students, staff and visitors.
- To assist with creating and maintaining an effective Maintenance & Caretaking team, ensuring that the changing needs of the college are met through training and development of staff.
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring that Health & Safety regulations and safeguarding requirements are strictly adhered to.
- To monitor the performance of the Maintenance & Caretaking team to ensure the college achieve a clean, tidy and well-maintained environment.
- To act as project manager for small maintenance contracts and improvement schemes, ensuring best value is received.
- To undertake maintenance work, including repairs, planned maintenance and projects.
- To communicate suggested improvements to relevant parties
- To work with line manager to ensure Maintenance & Caretaking is productive.
- To work across multiple sites and to take a systematic approach to determine work priorities across those sites.
- To assist with the creation of and to work within the college-wide Asset Management Plan.
- To support bids for project funding within the college and through external agencies.
- To work with the college on procuring the best suppliers, contractors and contracts, to achieve best value
- To communicate with all appropriate stakeholders regarding Maintenance & Caretaking matters, seeking the advice of line manager when appropriate.
- To organise cover by the Maintenance & Caretaking team to meet the needs of the college, including lettings, events, holiday periods and emergency out-of-hours call outs.
- To attend emergency call outs as a nominated key holder, as required.
- To place orders via the online finance system.

## **Health & Safety Compliance**

- To be responsible for carrying out regular and systematic risk assessments and safety checks across the college, including fire systems, water hygiene and asbestos management.
- To assist with the creation and management of Fire Risk Assessments.
- To assist with the creation and management of Water Hygiene Risk Assessments.
- To assist with the creation and management of Asbestos Management Plans.
- To manage and review the risk assessments to implement the control measures identified in the assessment to protect people from harm.
- To be responsible for the safety of contractors whilst on our site.
- To manage the Asbestos risk assessment dynamically, assessing the risk as the work progresses
- To maintain a log of all inspections undertaken and to update records, as necessary, on the Trust online Compliance Management system.
- To perform duties in line with the Health and Safety at Work Act, COSHH regulations, Trust/college Policies and procedures and act where hazards are identified, reporting serious hazards to the line manager immediately.
- To ensure that all working practices for the Maintenance & Caretaking team comply with current legislation.
- To manage and liaise with the line manager to formulate risks assessments, where applicable
- To manage all types of evacuation and lockdown procedures
- To establish and maintain an audit log of all Maintenance & Caretaking team tools and equipment, their state of repair, where they are kept and PAT testing.

## **Security**

- To be responsible for the security of the site.
- To ensure there are staff in place for unlocking and locking up the buildings/site, following correct procedures to ensure that, at the end of the day, all doors, windows and gates are locked, gas appliances are turned off and all security alarms are set and working correctly.
- To be responsible for undertaking regular site wide site checks.
- To be aware of all out of hours activities and arrange for the opening, closing, heating and availability of equipment, as necessary.
- To facilitate external lettings, in agreement with line manager and the Finance Team, who administer the lettings.

## **Line Management Responsibilities**

- To manage the Premises budget accordingly.
- To manage the fleet of college minibuses, ensuring the safety and roadworthiness of all minibuses, including schedule services, MOT and regular checks on tyres, lights etc
- To delegate work to the Maintenance & Caretaking team, as required.
- To manage the use of the online Helpdesk system
- To line manage the Maintenance & Caretaking team including Maintenance Technicians and the cleaning team, via the Cleaning Supervisor
- To manage the professional development, appraisal and training of the Maintenance & Caretaking team
- To assist the line manager with maintaining work schedules and ensure quality control of works are completed.
- To ensure that the Maintenance & Caretaking team works efficiently and effectively so that the sites are maintained to a high standard.
- To provide leadership and guidance for staff on Maintenance & Caretaking matters.
- To undertake training as required.

## **Other Duties**

- To follow the College ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies

- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the college and its commitment to equal opportunities
- To comply with the Trust's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake training and personal development as and when identified by Line Manager
- To undertake other relevant administration tasks relating to the wider college
- To undertake any reasonable other duties as deemed appropriate by the Headteacher.

The post will be based at Newton Abbot College but travel and the ability to work within any location within Ivy Education Trust is required on occasion, and only in agreement with the Headteacher.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

# Person Specification

Role Requirements:	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
NVQ 3, or equivalent qualification, in a relevant discipline		√	Application Form
Well-developed ICT skills, including Microsoft Office	√		Application Form
<b>Experience:</b>			
Previous experience as a Senior Maintenance Technician, or equivalent, in a school		√	Application Form; Interview
Significant experience or skills in undertaking maintenance work	√		Application Form; Interview
Line management	√		Application Form; Interview
In depth knowledge of building and maintenance management	√		Application Form; Interview
Undertaking risk assessments and compliance management	√		Application Form; Interview
A sound and up-to-date knowledge of compliance legislation	√		Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Establishing and maintaining effective quality assurance processes and systems	√		Application Form; Interview
Customer focused environment	√		Application Form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
Strong interpersonal, written and oral communications skills	√		Application Form; Interview;
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Self-motivated with high levels of personal drive, expectations of self and professional standards	√		Application Form; Interview
Excellent analytical and reporting skills	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview
Ability to use initiative to solve problems and get results	√		Application Form; Interview
The ability to work effectively in close harmony with all staff and enthuse and inspire others.	√		Application Form; Interview
Flexible and adaptable approach	√		Application Form; Interview
Evidence of continuing professional development	√		Application Form; Interview
Ability to demonstrate and promote good practice in line with the ethos of the Trust	√		Application Form; Interview;
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.