



# Edgbarrow School



## CANDIDATE INFORMATION FACILITIES MANAGER

EDGBARROW SCHOOL Grant Road, Crowthorne, Berkshire. RG45 7HZ TEL: 01344 772 658



The Corvus Learning Trust is incorporated in England and Wales  
Company number 11045796  
Registered Office: Edgbarrow School Grant Road Crowthorne Berkshire RG45 7HZ



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Grant Road Crowthorne

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[secretary@edgbarrowschool.co.uk](mailto:secretary@edgbarrowschool.co.uk)

[www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk)

Dear Applicant

Thank you for taking an interest in the advertised post at Edgbarrow School. We hope you find the information helpful in making your decision to proceed further in the application process. We make every endeavour to provide all candidates with equality of opportunity in the selection process. If you have any additional queries, please do not hesitate to contact the school.

The Trust, Governors and school community fully support our vision of 'Enjoy, Grow, Achieve'. We absolutely believe that academic progress can open doors and drive future success and happiness and we encourage candidates to have a love of learning. It is important that candidates also have a passion for ensuring that the curriculum meets the needs and aspirations of all our learners, regardless of ability. Academic progress happens when students are safe, happy and enjoying school life and therefore, personal development and co-curricular opportunities must be equally important and highly valued.

Edgbarrow School is an 11-18 mixed comprehensive academy and is a founder member of the Corvus Learning Trust. The school serves the students of Crowthorne Village in Bracknell Forest. There are approximately 1500 students on roll of which 400 are in the Sixth Form. Further information regarding the school can be obtained by visiting the school website at [www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk).

Applications from suitably qualified and experienced candidates are welcomed via the online application system and any queries emailed to [recruitment@edgbarrowschool.co.uk](mailto:recruitment@edgbarrowschool.co.uk). This post is subject to an enhanced DBS and references.

Edgbarrow School is an outstanding, happy, and caring school and we look forward to receiving applications from suitable candidates for this important post. You will join a friendly, experienced and welcoming SLT who enjoy collaboratively working in the school. I would like to take this opportunity of expressing my best wishes to all those who apply and, whether or not you are successful in this particular application, to wish you success in your future career.

Yours sincerely

**Mr Stuart Matthews**

**Headteacher**



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# School Information & Vision



Thank you for your interest in this post. The enclosed literature is intended to give a better understanding of Edgbarrow School.

Edgbarrow School is a larger than average secondary school, one of six secondary schools within the Bracknell Forest borough, and the only one in the village of Crowthorne. The school is regularly oversubscribed, attracting over 500 applications for 210 places in 2025. The sixth form has grown considerably in the last five years (300 to 400).

We are very fortunate to have a stable, professional and highly committed group of teachers and support staff who work together to ensure that each student receives the best educational experience. Visitors, including parents, contractors and outside agencies frequently comment on the positive atmosphere that pervades the school, from a warm welcome at our reception that continues to be felt around the site. We are very proud of our students' attitude towards their school, learning and the way they behave.

## Our Vision

Edgbarrow School is a learning community where all students and staff:

- Enjoy school life and are supported in achieving their full potential in their academic, creative and physical, moral, spiritual and personal development.
- Understand that learning and teaching have the highest priority and benefit from working within a vibrant, purposeful environment.
- Know that they can make a positive contribution and are valued as individuals, fostering mutual respect within a safe, caring and supportive community.
- Have the opportunity to develop their talents and acquire skills for life-long learning in an increasingly technological society.
- Are encouraged to be confident, motivated, healthy, enterprising and responsible citizens.

In order to help you understand the school and our priorities, we have tried to identify what defines Edgbarrow for those of us who work here. These can be summarised under the following headings:

## **1. Achievement**

- Attainment – excellent results at all key stages
- Progress – excellent progress made by all students

## **2. Reputation**

The school at the centre of the community that trusts its young people will be cared for and provided with opportunities to develop all skills and talents

## **3. Ethos**

Staff and students enjoy purposeful working relationships to learn together in a safe, happy environment

## **4. Ambition**

Purposefully driven to be constantly improving by committed and hardworking governors, leaders, teachers and support staff reflected in the manner in which students engage and behave

## **5. Post 16 Learning**

Provision of an excellent resource to build a bridge between school and Higher Education or work.





# Job Description

<b>Job Title:</b>	<b>Facilities Manager</b>
<b>Grade/Salary Scale:</b>	<b>Grade G</b>
<b>Hours of Work</b>	<b>37 hours per week: 08.00 – 16.30 Monday – Thursday 08.00 – 16.00 Friday (1 hour unpaid lunch break) Flexibility in hours required for school events.</b>
<b>Notice Period:</b>	<b>Two months</b>
<b>Reports To:</b>	<b>Business Manager</b>
<b>Job Purpose:</b>	<b>To organise and manage all aspects of the school site. To lead on all site and contract issues, including all health and safety and risk management. To lead all operations regarding building work and premises contracts for the school. To manage school site staff, including co-ordination and delegation of relevant activities.</b>

## Main Duties & Responsibilities

### Maintenance and Site Management

To assume responsibility for and undertake/delegate the following as appropriate, between the site team.

- To manage the school site, including buildings, grounds and infrastructure in line with the [Dfe Good estate management for schools](#).
- Manage and monitor facility school contracts.
- Monitor the performance of contractors responsible for work associated with the school site.
- Record and update electronic systems for Health and Safety, planned preventive maintenance, compliance and day to day route maintenance.
- Log, track and report on all maintenance tasks and compliance checks.

### Health and Safety

- Check site regularly for any potential Health and Safety issues.
- Alert the Headteacher to potential Health and Safety problems in the school.
- Work with the Sustainability Lead to deliver the school Climate Action Plan.
- Developing, reviewing and recommending changes as appropriate for the Governors' Health & Safety Policy.
- Acting as Health and Safety Officer for the school; carrying out health and safety checks of the site on a regular basis according to the requirements of Trust and government legislation.

- Maintain accurate records of all safety inspections and risk assessments.
- Support fire safety and emergency planning including regular drills and inspections.
- Ensure compliance to statutory regulations including, but not limited to legionella testing, ladder compliance, PAT testing, asbestos compliance, fire safety systems, electrical installations and Coshh and undertake risks assessments where appropriate.

### **Asset Management**

- Ensure school systems are kept up to date with maintenance activities and asset records.
- Monitor warranty, service agreements and scheduled works to ensure timely action is taken

### **Line Management**

- Line manage, performance manage and direct the day-to-day work of the site team.
- Organise staff rotas, holiday cover and overtime as required.
- Promote culture of pride, ownership and high standards within the site team.

### **Lettings and School Events**

- Act on directives from the Lettings Coordinator concerning letting procedures.
- Support the setup of school events including lettings
- Where requested to be on site during the course of lettings to give any assistance to the hirer.

### **Facilities Improvement**

- Under the direction of the School Business Manager and Headteacher, develop a scheme of continual site improvements.
- Manage and be responsible for the facilities development and assist in the preparation of the site governor reports.

### **Other Responsibilities**

- Respond to emergencies and be a keyholder for out of hours call-outs.
- Open and close the school premises daily.
- Carry out routine maintenance and minor repairs.
- Manage site cleanliness and liaising with cleaning staff.
- Ensure that the school has sufficient stock of consumables.
- Attend regular site planning meetings, staff meetings, INSET and Trust meetings as required.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.
- Prepare work schedules for all major building work, obtaining the necessary estimates and quotes, and managing any approved contracts by following all Governor's policies relating to procurement.
- Take responsibility for managing the use, maintenance and safety of the school minibus.
- Attend Governors' Finance and Premises Committee.
- To support the Trust and Trust schools with their facilities.

The post holder will:

- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

*Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

**Scope of Job (Budgetary/Resource control, Impact)**

The post holder is line managed by the Business Manager.

# Person Specification



Key Criteria	Essential	Desirable
<b>Qualifications</b>	<p>Good literacy and numeracy skills.</p> <p>Recognised qualification in relevant trade or significant practical experience.</p> <p>Computer literate (MS Office experience including word-processing, spreadsheets and email).</p>	<p>Facilities Management qualification.</p> <p>IOSH / NEBOSH qualification in health and safety.</p> <p>First Aid at Work qualification.</p> <p>Manual Handling training.</p> <p>Fire Warden training.</p>
<b>Competence Summary (knowledge, abilities, skills, experience)</b>	<p>Demonstrable experience in facilities management, including contract management, tendering, risk management, continuity planning, and education services.</p> <p>Experience in managing compliance and health and safety within a workplace.</p> <p>Experience of budget management and cost control.</p> <p>Basic practical skills to support on-site maintenance (plumbing, carpentry, electrical etc.) and be prepared to take a hands-on approach to solutions.</p> <p>Supervisory experience, including managing contractors and site staff.</p> <p>Understanding of security procedures and ability to management site security effectively.</p> <p>Able to keep accurate records.</p> <p>Key holder and emergency call out responsibilities.</p> <p>Physically fit and able to lift and carry items.</p> <p>Excellent organisation skills and ability to manage multiple priorities.</p> <p>Flexible in the hours you are required to work including be available for (paid) overtime.</p> <p>Excellent interpersonal skills with proven ability to work collaboratively.</p>	<p>Understanding of the secondary school operations.</p> <p>Experience in using facilities management systems.</p> <p>Experience in managing lettings.</p> <p>Knowledge of safeguarding procedures.</p>

	<p>Able to present in a clear and concise manner.</p> <p>Strong problem-solving skills and attention to detail.</p> <p>Reliable and proactive.</p> <p>Be trustworthy and responsible.</p> <p>Positive can-do attitude and have a good sense of humour.</p>	
<b>Work related personal requirements</b>	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p> <p>An eye for detail and quality workmanship.</p>	
<b>Other work requirements</b>	<p>Suitable to work with children.</p> <p>Participate fully in the school Performance Appraisal Process.</p> <p>Participate in training and development opportunities to enhance and develop skills as required.</p> <p>Follow the school's ethos.</p>	





# How to Apply

Complete the online application form via TES.

1. References will be taken up for shortlisted candidates prior to the interview date. Corvus Learning Trust is committed to safeguarding and promoting the welfare of all students. Each student's welfare is of paramount importance. Successful candidates will be required to undertake an enhanced DBS check.
2. If you have any queries regarding this application process, please contact our HR department on 01344 772658 or email [recruitment@edgbarrowschool.co.uk](mailto:recruitment@edgbarrowschool.co.uk)

**POSITION:** Permanent

**CONTRACT TYPE:** 37 hours per week: Mon – Thurs: 08.00 – 16.30,  
Friday 08.00 – 16.00 (1 hour unpaid lunch break).

**SALARY:** £37,092 (actual salary inclusive of fringe allowance)

Edgbarrow School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

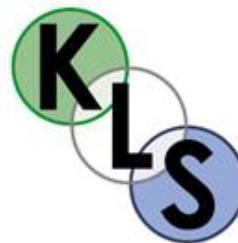
Edgbarrow School is committed to protecting the health, safety and welfare of all employees. To this end, staff enjoy:

- Contributory Pension Scheme
- Employee Assistance Programme
- Working as part of a motivated and committed team
- Access to on site fitness gym
- Cycle to work Scheme
- Eye Care Voucher Scheme

# Further Information



## School Links:



Kennel Lane School



Sandhurst



The Bulmershe

- [Edgbarrow School](#)
- [School Prospectus](#)
- [Corvus Learning Trust](#)

## Curriculum:

The curriculum is organised within a two-week cycle. Each week is composed of 25 lessons, each lasting for one hour.

The Progress Department will work with students, both individually and in small groups, who need support to improve their literacy skills.

### **Key Stage Four: Years 10 and 11 (ages 14-16)**

All students study a core of subjects: English and English Literature, Mathematics, Science, Physical Education and PSHGEE (including Religious Education). Students may also be offered the opportunity to study Triple Science.

In addition, students may choose four further subjects from:

- **GCSEs:**

Art, Business Studies, Computing, Design and Technology (Food Engineering & Product Design), Drama, Economics, French, Geography, History, Information and Communication Technology, Music, Spanish, Physical Education, Religious Education and Science. However, all students are required to select at least one E-Bacc subject e.g. Geography, History, Computing, French, German or Spanish.

- **BTECs, VCerts & Cambridge Nationals:**

Information Technology, Business Studies, Sport, Performing Arts and Health and Social Care.

### **Sixth Form: Years 12 and 13 (ages 16-19)**

In Years 12 & 13 students generally follow three subjects, leading to a full A level qualification and/or a Level 3 BTEC.

- **A Level Courses:**

Art and Design, Biology, Business Studies, Chemistry, Computing, Criminology, Design and Technology (Food Technology & Product Design), Economics, English Language and English Literature, French, German, Geography, Government and Politics, History, Mathematics, Media Studies, Music, Philosophy and Ethics, Photography, Physics, Psychology, Sociology, Spanish, Sport and PE and Theatre Studies.

- **BTEC Courses:**

Sport and Exercise Science, Business Studies, Health and Social Care and ICT.

### **Enrichment Opportunities**

In addition to their examination courses, all students participate in an enrichment programme. This programme is focused on a range of activities designed to give students an opportunity to participate in, and benefit, their local community e.g. a range of sports teams, Duke of Edinburgh Award, Young Enterprise, Operation Wallacea as well as many department-based clubs.

## School Examination Results:

- **Level 2 GCSE and BTEC**

We are very proud of the examination results achieved by our students over the past three years. Staff have worked hard with new data to track and monitor students and develop intervention strategies in order to help each individual to achieve their potential.

Whole School	P8	A8	9-5 EM	9-4 EM
2025	+0.47*	53.67	63%	80%
2024	+0.35	53.94	62%	81%
2023	+0.35	53.54	61%	80%
2022	+0.65	59.41	66%	87%
2021	N/A	58.80	74%	85%

\* This figure is estimated using KS2 CATS data, as this year group did not complete CATS.

- **Level 3 A Level and BTEC**

In recent years we have worked hard to improve our examination results at post 16. A new Sixth Form building has certainly helped to provide an excellent learning environment and educational experience for our students. However, there is no doubt that staff have worked hard to develop the quality of teaching at post 16 and as a result the grades achieved by our students have improved significantly.

Whole School	A*-B	A*-C	Overall Pass Rate
2025	57%	80%	99%
2024	62%	85%	99.6%
2023	60%	83%	99%
2022	69%	90%	99%
2021	73%	87%	99%

