



Dear Prospective Recruits,

Thank you for your interest in working with us at the London Design & Engineering University Technical College (LDE UTC). Since opening in September 2016, the LDE UTC has provided exceptional education to learners of all abilities from year 9 and up, who aspire to pursue a career in design and engineering.

We are committed to providing our staff with the necessary time and resources required, ensuring our learners remain at the heart of our mission. Our learner-focused approach, coupled with our state-of-the-art facilities and specialist equipment, empowers learners to become the next generation of confident, independent, and work-ready individuals. By fostering academic excellence and forging strong partnerships with employers, we prepare our learners to thrive in the ever-evolving landscape of design and engineering.

One of the key aspects that sets us apart is our curriculum, which revolves around engaging and compelling employer-led projects. Through active learning experiences, we cultivate a learning environment that is both relevant and memorable, boosting our learners' academic achievement.

We understand the importance of comprehensive career guidance. That's why we have formed strategic alliances with our employer partners and universities to provide expert advice, mentoring, site visits, and work placements. Through these invaluable opportunities, every learner has the chance to secure amazing progression routes into higher apprenticeships, or to pursue higher education.

If you are interested in sharing your knowledge, skills, and passion with our dedicated staff and eager learners, we invite you to get in touch with us. Together, we can explore the limitless possibilities that await you and contribute to shaping the future of design and engineering.

Yours sincerely,

Geoffrey Fowler, CEO & Principal





OUR CONTEXT:

The LDE UTC is a technical college where learners exceed their expectations, enjoy pathways onto incredible destinations and make higher than national average progress. The progress our learners make is often extraordinary, for example our learners achieve an average attainment grade of a Distinction for all their technical subjects.

Due to the need for technical skills required from industry, the desire to be engineers from the young people of London, the LDE UTC has been oversubscribed since opening in 2016 and receives over 1600 applications for just 180 year 12 places and over 600 applications for just 80 year 9 places.

Many learners at the college are from the borough of Newham, however the geographical spread of the population of learners as a whole is very wide. Our learner body comes from diverse backgrounds with 93% Black Asian and Minority Ethnic (BAME), 42% of the learners are funded by pupil premium and 55% have English as an additional language (EAL) i.e., English is not their main language at home.

Upon arrival, learners encounter our dynamic, distinctive, and tailored curriculum, delivered with extensive knowledge and expertise in cutting-edge facilities. This environment inspires our learners to excel academically, and we are committed to ensuring that each and every one of them transitions to high-quality employment, training, or educational opportunities.

LDE learners enjoy the employer engagement as they realise the purpose in what they are learning, receiving the Knowledge, Skills and Behaviours required to secure academic excellence and progression routes onto industry via higher apprenticeships, university or straight into the workplace.

OUR VISION

“Creating technology and employer-led education that provides learners with the ability to exceed their potential, celebrate their diversity and embrace the opportunities of the 4th industrial revolution.”

Our objective is crystal clear: we strive to narrow the UK’s skills gap and equip our learners to leave at 16 or 18 years old with top-notch apprenticeships, job placements, university acceptances, or college courses. We foster close partnerships with numerous employers to deliver an education that is both engaging and perfectly aligned with the demands of the professional world.



OUR ETHOS:

Our ethos is straightforward: we view the college as a workplace. Consequently, everyone is expected to conduct themselves professionally and demonstrate mutual respect in all interactions. This mirrors the professional environment our partners operate in. Our college serves as a preparatory ground where our learners develop the skills needed to succeed in their chosen careers.

OUR VALUES:

Passionate about everything we do	We commit ourselves wholeheartedly to everything we do. We approach our work with enthusiasm, energy, and positivity. We do what we do because we love it, and this passion shines through.
Reach higher, be better	We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.
Be respectful and value everyone	We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognise everyone has their own skills and experience to offer. All our family has a voice.
Take care	We look after ourselves, our colleagues, and our community. We have a zero-compromise approach to health, safety and well-being.
Take ownership	We take responsibility and never walk on by. We are proactive – focusing only on solutions instead of problems.
Be proud, be seen	We celebrate our past, we are proud of what we do today, and we are excited about our future.



Here at LDE UTC we are proud to offer a competitive benefits package for our valued employees.

We understand as an employer we need to be flexible and responsive in order to promote diversity and equality whilst being able to attract and retain the highest quality workforce. Therefore, we hope that you will be able to take advantage of some of the benefits we offer whilst you are employed by us.

Catering Offer:

LDE offers free breakfasts and lunches whilst at work, this can be from a selection of hot or cold food made freshly on site. On Wednesdays LDE have a 'Free Fruit' day and fresh fruit is available to all staff. Free tea and coffee daily.

Advise and Counselling Service:

Our free Employee Assistance Programme (EAP) is a confidential 24/7 telephone line manned by accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits.

Cycle2work Scheme:

Cycle2work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint. The initiative also allows you to make huge tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice and managed by us.

Season Ticket Loan:

For all staff who have completed 10 months' continuous service we offer a travel loan scheme where we can advance you the cost of your season ticket (subject to certain limits) and deduct this from your net salary each month, thus spreading the cost of your ticket across the year.

Parking:

LDE have partnered with neighbouring UEL to secure staff car parking space. There is a limit on how many spaces we get per year and a cost. The parking charge is currently 0.6% of gross monthly salary. You will have to apply for a permit space on a yearly basis.

Staff Children Admission Category:

The LDE UTC Admissions Policy includes a category of admission relating to the children of staff, who may be given priority in the allocation of student places at the school if either of the following criteria are met:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.



Occupational Health Service:

LDE work with an external company to provide a high quality OH service.

Flu Jab:

If you wish to take the seasonal flu jab and are not entitled to a free one, LDE will reimburse you for this. We want our staff to stay fit and well.

Staff Well-being Committee (SMILE):

Members of staff have set this committee up to support well-being amongst staff. Events/team outings are often arranged

Multi-faith Chaplaincy:

The Haven room located on site is a space which has been created to help you think about how faith, spirituality, and values shape who we are and the choices we make in life. It is a place where you can talk to someone, a place to unwind or if you want to make a difference in your community, the Chaplains can help.

IT Equipment:

Upon starting with LDE, you will receive a high-quality laptop and laptop bag to the value of £900 on average.

Flexible Working and Working from Home:

We are happy to be able to offer flexible working to our staff and most staff members take advantage of this and work from home 20% of the week in some shape or form. For teachers this may work around your timetable. For support staff, depending on role, this could be one day at week home working.

We have also implemented a 4.5 day timetable for learners, creating 54% learner contact time and 46% of the working week for PPA and CPL. 10 of the 190 days for our learners are 'flipped learning days' allowing further time for CPL and PPA for teaching staff.

Personal Development:

LDE offer opportunities for personal and professional development in a supportive environment. Newly qualified teachers to the school are allocated a mentor at the start of their employment and there is a well-planned Induction process for all staff.

Sight Tests & Corrective Spectacles/Contact Lenses:

LDE staff are entitled to basic vision tests. There are allowances (usually £50) to reimburse staff members for eye tests and the purchase of VDU spectacles/contact lenses.



Annual Leave:

On joining LDE, support staff working all year round will benefit from 28 days' annual leave per annum pro rata, plus 8 bank holidays.

Pension Scheme:

Teachers:

Membership of the Teacher's Pension Scheme.

Key benefits of the scheme are:

- You receive a guaranteed pension through the Teachers' Pension Scheme.
- You pay into your pension and so does LDE as your employer.
- It's a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension.

Support staff:

Member of the Local Government Pension Scheme, key benefits to you are:

- Secure pension.
- Flexibility to pay more or less contributions depending on your circumstances, tax efficient now and in the future.
- Freedom to choose when you would like to take your pension between the age of 55 and 75.

Long Service Recognition and Reward:

Staff are rewarded in recognition for their hard work, dedication and loyalty with a bonus following 5 and 10 years of service.

Eligible staff are entitled to the following:

5 years' service - £250

10 years' service - £500

This is paid via payroll at the end of September to all staff who passed the milestone (5 or 10 years) during the previous 12 months and remain employed.

Electric Car Scheme:

Electric Car Salary Sacrifice Scheme is open to all staff following a successful probationary period. We work with a third-party provider to offer the best and environmental friendly driving solution for staff. There are huge savings available on pure electric vehicles as Benefit in Kind is just 2% between April 2022 and April 2025, meaning you can make significant tax and NI savings on the scheme.

Discounted Gym:

A discounted gym membership at UEL SportsDock is available for LDE UTC staff, just show your LDE UTC ID badge at SportsDock to benefit from this.

Job Title:	Facilities Manager
Location:	London Design & Engineering UTC / Newham
Contract type:	Permanent. Full time.
Salary:	S35 (£47,043) to S40 (£52,059), subject to experience and qualifications. This is also subject to pay award in September 2025
Accountable to:	Chief Financial and Operations Officer

Core Purpose:

LDE UTC is a highly ambitious and fast-moving organisation. We are opening a new teaching block in September 2025, having built our existing state of the art facilities in 2019. The College is constantly looking at how we can optimise our facilities for our rapidly growing student population, introducing new technical courses, particularly in post-16 provision.

The College is seeking to employ a dynamic facilities manager to oversee the estate, including health and safety. In particular, you will build on the current high standards in our facilities and levels of compliance to provide efficient and effective use of our facilities, integrating the new building seamlessly into our estate. We are an exemplar for health and safety compliance, having recently been awarded a school safety award, and you will support us in continuing this journey of excellence as we grow.

Key Responsibilities:

You will work independently, as well as manage our two-strong estates team.

- Manage the day to day facilities operations, including line management of staff, management of helpdesk, liaison with staff and contractors;
- Ensure statutory compliance in facilities;
- Oversee health and safety compliance, including supporting risk assessments and external audits
- Contract management for suppliers; oversight of catering and cleaning contracts;
- Development and monitoring of KPIs for estates and preparing governance reports to senior management and directors
- Integrating new building into estates' systems and procedures
- Preparing a lifecycle plan for College plant and machinery, development and management of a resultant long term investment plan;
- Engaging with estates and facilities projects within the college and, where appropriate, support for other education providers, under contract

Managing day to day facilities

- To promote a safe and fit for purpose premises and facilities for pupils, staff, visitors and volunteers to allow them to complete their day to day activities;

- To take ownership of the delivery of high quality, customer focused facilities management functions;
- To be responsible for the maintenance and upkeep of the premises, the buildings (including their non-curricular contents), and the grounds;
- To proactively manage the facilities and premises budgets, placing and receipting orders within the purchasing system, and to ensure value for money is achieved and funds are used effectively;
- Take ownership for the satisfactory planning, performance and evaluation of planned and preventative maintenance, cyclical programme and other programmes of furniture, equipment and construction work.
- To proactively monitor site and buildings to highlight quickly any remedial works required and action these promptly in accordance the College's procedures;
- The point of contact for all estates and building management matters for the college.
- To monitor and respond to the College facilities helpdesk/service desk ensuring all service requests are responded to within agreed SLAs and all resolutions are logged in a timely manner by yourself and your team.
- Manage all the day to day activities both internal or external, including maintenance, cleaning, security, heating etc.
- To take overall responsibility for ensuring the safe and secure opening and closing of the college at the start and end of the day (rota between facilities and cleaning staff).
- The coordination of the security of the site and emergency cover/attendance as and when required.
- To ensure at all times you and your team are working in accordance with agreed policies and procedures.
- To ensure security arrangements of the premises including periodic reviews of site and to consult with the police, assigned key-holding service, with UEL's Security Services and others on measures to improve security.
- To carry out a wide range of handyperson duties using various skills e.g. carpentry, plumbing, glazing, painting, decorating, etc. (assisted by your team);
- To undertake emergency and planned repairs & maintenance (assisted by your team);
- To review and assess RAMS (Risk Assessments & Method Statements) for all works to be conducted by contractors and ensure they are suitable before allowing any work to take place (in accordance with policies);
- To monitor and respond to the College facilities helpdesk/service desk ensuring all service requests are responded to within agreed SLAs and all resolutions are logged in a timely manner;
- To manage the College's Building Management System (BMS), ensuring it is functioning correctly and all parameters are appropriate. Utilising it to ensure an efficient and effective building management service is provided.
- Line management of estates team, including oversight of continuing professional development.

Ensuring statutory compliance

- Ensure that the College meets its statutory duties relating to plant and machinery compliance;
- Conduct and record daily, weekly and periodic inspections, and maintain an audit trail of compliance and actions taken;
- Engage with contractors to carry out servicing and

- Liaise with insurance company for statutory inspections, and ensure inspections are carried out as required, and any remedial actions are undertaken, as appropriate;
- Liaise with our health and safety auditors for periodic inspections, and ensure remedial actions are undertaken, as appropriate, to deliver continuous improvement to health and safety procedures and performance across the whole College.

Health and Safety Compliance

- Keep health and safety policy up to date and compliant
- Manage compliance throughout College, ensuring suitable training is provided to staff and that staff complete the training.
- To be responsible for maintaining the premises in a safe and healthy condition, and that all operations comply with relevant legislation including the Health & Safety at Work Act 1974
- To act as Lead Fire Officer for the site, and other similar health and safety roles, including fire risk assessments are maintained and updated periodically, and embedded within daily operations
- Support staff with risk assessments, providing training and ensuring assessments are completed and updated on a timely basis
- Ensure staff implement recommendations, as appropriate, and reporting delivery to those charged with governance
- Checking that accidents and other incidents are appropriately recorded
- To ensure safe storage of potentially harmful material according to COSHH regulations

Contract management

- Manage the contracted-out functions, including catering, cleaning and facilities management, ensuring delivery of contract and monitoring performance and cost-effectiveness;
- Contract management for estates contractors, ensuring cost-effective delivery of contracts, including through holding contractors to account
- To ensure that the cleaning of the premises is in accordance with agreed specification, monitoring the performance of contract staff and to be responsible for emergency cleaning, and that the site is kept to a high standard of cleanliness
- Obtaining value for money through market testing and procurement of contractors in accordance with College procedures.

Governance reporting

- Development of KPIs relating to effectiveness of the facilities function, statutory compliance, risk management and other performance criteria;
- Develop and manage systems for reporting and monitoring KPIs;
- Report to those charged with governance on performance against KPIs, risk, health and safety, contractor performance and any other estates-related issues directed by Directors or the Executive;

Lifecycle planning

- Development of a lifecycle plan for the College's plant, machinery and estates infrastructure;

- Development and implementation of an estates investment strategy and plan, in conjunction with the CFOO;
- To manage the preparation and progress of new equipment/ furniture orders

Estates and facilities projects

- Leading the estates input to cross-College projects
- Integrating the new building into estates systems and procedures, ensuring that compliance is maintained and the building operates effectively. This includes engaging contractors to incorporate the new building into contracts
- Managing building and remodelling works, as required, including room moves, changes to current set-ups
- Engaging with any other projects or tasks of a facilities, estates or health and safety nature determined by the CEO/CFOO
- with extensive and in-depth knowledge of subject areas

Equal Opportunities:

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding:

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development:

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other duties:

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

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

Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of appropriate ongoing professional development. Suitable Health and Safety qualification (NEBOSH/Similar) (A) 	<ul style="list-style-type: none"> Suitable premises or facilities qualification (A) First Aid at Work (A) Manual handling, working at heights and other relevant training (A)
Experience	<ul style="list-style-type: none"> Experience of both soft and hard facilities management (A) Experience of delivering reactive, cyclical and planned services/maintenance/projects (A) A background in managing workplace Health and Safety and Fire Safety compliance (A, B, C) Experience and understanding of security issues (A, C) Experience of managing budgets (A, C) Proven ability to work under pressure & respond to deadlines (A, D) Good inter-personal and written communication skills (A, C) Up-to-date, effective working knowledge of IT systems & office facilities, including the MS Office suite of systems (A) Ability to identify and solve faults and problems (C) Ability to work independently with suitable commitment and drive (A) Experience of line managing staff (A, C) 	<ul style="list-style-type: none"> Experience of working or studying in an education environment (A, C) Experience in Total Facilities Management (TFM) Experience of undertaking small repairs/maintenance (A, C)
Knowledge and Understanding	<ul style="list-style-type: none"> Experience of working or studying in an education environment (A, C) Experience in Total Facilities Management (TFM) Experience of undertaking small repairs/maintenance (A, C) Good standard of literacy and numeracy (A, B, C) 	
Other skills and abilities	<ul style="list-style-type: none"> Good communication skills and negotiation skills (A) High standard of interpersonal skills and emotional intelligence (C, D) Excellent written and oral communication skills (C, D) • Excellent at working in teams (D) Excellent organisational skills, ability to manage time and prioritise well, meet deadlines and work effectively and flexibly in a busy 	

	<p>environment under pressure (A, C, D)</p> <ul style="list-style-type: none"> • Strong team working skills and the ability to work effectively with people at all levels (A,C)Able to demonstrate a knowledge of innovative approaches to the teaching of an agreed subject specialism (B) • Evidence of high-quality teaching skills (B) • Strong team working skills and the ability to work effectively with people at all levels (B, D) • Able to create project-based scenarios rooted in the local community or relevant industry (B) 	
Personal qualities	<ul style="list-style-type: none"> • Honesty, integrity, ability to build trust (D) • Resilience (B, D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) • Commitment to the aims and values of the UTC (A, B, C) • Confidence, communication skills and fluency to deal with employers, learners, parents and community organisations (C, D) • Awareness, understanding and commitment to equal opportunities (A) • An understanding of the needs of young people (C) • Maintains high professional standards at all times (D) • Commitment to own professional development (D) 	<ul style="list-style-type: none"> • An understanding of the needs of business and industry (C) • An understanding of the needs of young people (C)



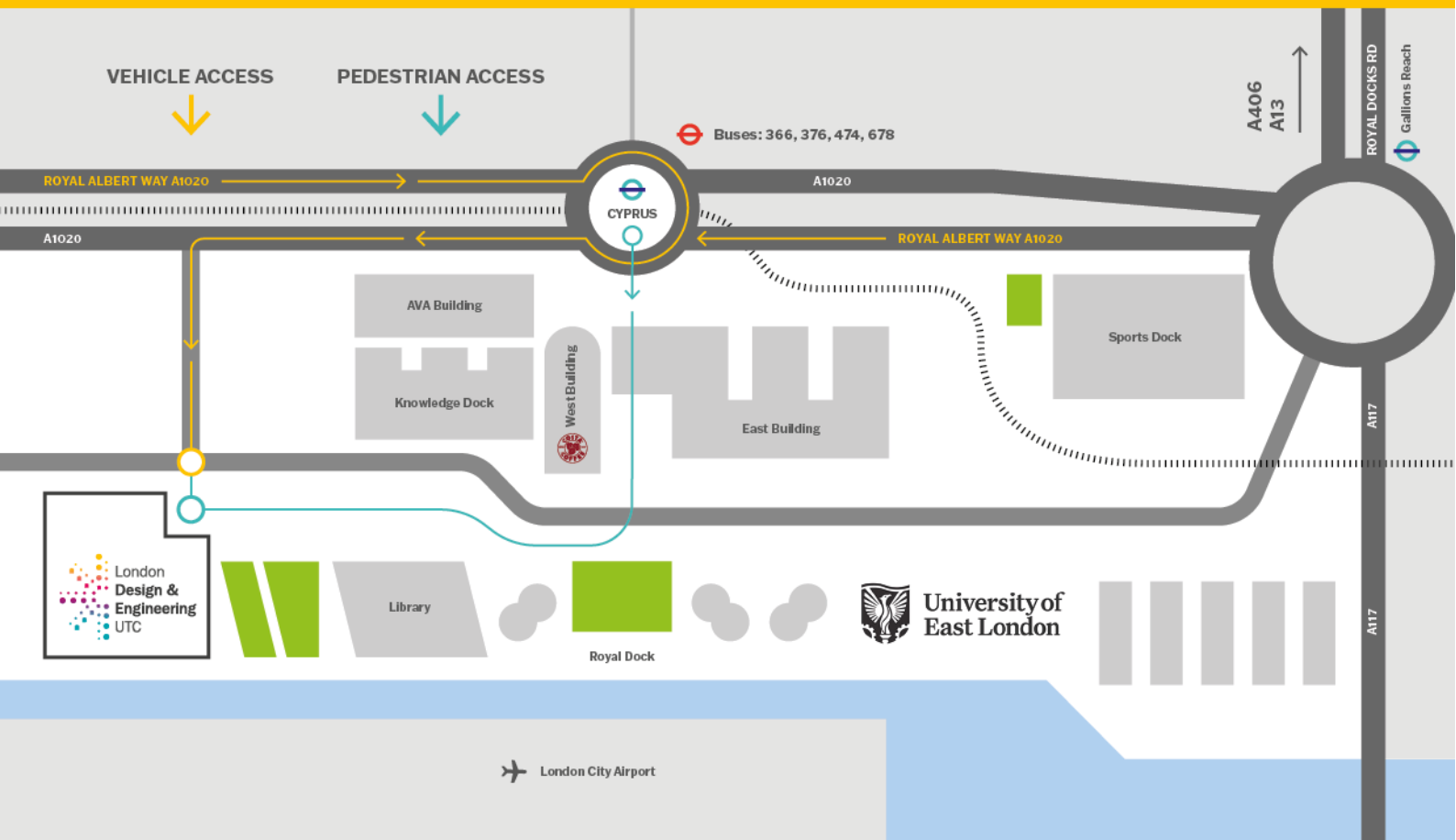
Please apply via TES or email your completed application to: HR@ldeutc.co.uk

Closing date: Friday 22nd August 2025 at 9am

Shortlisting: Week commencing Monday 25th August 2025

Interviews: Week commencing Monday 1st September 2025

Start date: September 2025



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