



# NEWSTEAD WOOD SCHOOL

*"creating opportunities for success"*



## CANDIDATE PACK

### **JOB ROLE: Facilities Manager**

*A highly selective girls' state secondary school,  
with a co-educational Sixth Form.*



# OUR SCHOOL

Newstead Wood School, founded in 1954 as Orpington Grammar School for Girls, is renowned for academic excellence and a strong sense of community. With six forms of entry, modern facilities, and the motto *Fortitudine Crescamus* ('May we grow in strength'), the school supports both academic and personal growth. Students are assigned to one of six houses - Nightingale, Wren, Swift, Falcon, Griffin, and Phoenix - building identity and belonging.

The school offers unique opportunities like international trips to Japan, New York, Borneo, and Malta, plus electives in film, photography, classical civilisation, and fencing. With a focus on highly able students and strong career support, Newstead Wood School consistently earns an 'Outstanding' rating from Ofsted, with the most recent inspection in 2022.

## WELCOME FROM THE HEAD

We are looking for people to join us at Newstead Wood School who are passionate about education and their subject, dedicated to fostering a love of learning, and committed to inspiring our talented and able students. We seek dynamic and inspirational staff who share our vision and commitment to providing a broad and high-quality education. Whether you're a seasoned educator or just starting your teaching career, we welcome individuals who thrive in a collaborative, diverse and inclusive environment and are eager to contribute to our vibrant school community.



*We are delighted to have been named as London State Secondary School of the Year 2025 in this year's Sunday Times Parent Power schools guide!*



*'The culture in a girls' school is about smashing the glass ceiling and removing stereotypes. All heads in the STEM subjects are strong, powerful, diverse women. A can-do attitude helps foster the confidence to do well.'*

Paul Norman, Headteacher



# OUR ETHOS AND VALUES

At Newstead Wood School we value, share and celebrate:



Newstead Wood School is a member of the International Coalition of Girls' Schools (ICGS)



*'The ICGS unites girls' schools worldwide and we look forward to contributing to this incredible group of institutions. Girls' schools foster global changemakers – empowered women who are equipped to tackle the world's biggest challenges with courage competence and empathy. Research shows that graduates from girls' schools are more engaged in their communities, culturally competent, and politically active. We are excited about the opportunities ahead and the chance to be part of such a transformative movement!'*

**Alan Blount, Headteacher**



# ACADEMIC EXCELLENCE

GCSE RESULTS 2024  
Grade 9 **40%**

A LEVEL RESULTS 2024  
Grade A\*- B **85%**

GO TO A RUSSELL GROUP  
UNIVERSITY 2024 **40%**

## MOST POPULAR COURSES FOR UNIVERSITY

Medicine  
Biomedical science  
Computer science  
Engineering  
Economics  
Accountancy  
Fashion and Fine Art  
Law  
Maths  
Politics and Philosophy  
Psychology

## MOST POPULAR UNIVERSITY DESTINATIONS

University of Oxford  
University of Cambridge  
Kings College London  
Imperial College London  
University College London  
London School of Economics  
University of Bristol  
University of Nottingham  
University of Warwick  
Durham University  
University of Sheffield

## ELECTIVE PROGRAMMES

Medicine, Dentistry, Veterinary  
Oxbridge Programme  
GCSE Statistics  
Crest Science Programme  
Model United Nations  
Jack Petchey Dance Programme  
Fencing  
Neuropsychology  
Yoga



## CAREERS & TALKS

Industry talks with  
leaders to provide  
students with career  
insights

## MENTOR STUDENTS

throughout university  
application process with  
mock tests and interviews

## SUPPORTING PUPIL PREMIUM STUDENTS

## SPORTING EXCELLENCE

Netball  
Football  
Rugby  
Hockey  
Badminton

## KENT NETBALL CHAMPIONS

## PARTNERSHIP WITH BROMLEY TENNIS CENTRE



## DIGITAL PLATFORMS TO SUPPORT LEARNING

Sparx Maths  
Sparx Science  
Sparx Reader  
Seneca Learning  
MS Teams  
Kerboodle  
Uplearn  
Massolit



## TRIPS & VISITS

France Spain  
USA Switzerland  
World Challenge trip to  
Borneo 2026

## INTERNATIONAL EXCHANGE PROGRAMMES

**TWILIGHT LANGUAGES**  
Mandarin  
Japanese  
Latin



*In the Sixth form,  
students enjoy demanding  
work and use academic  
vocabulary to question  
and challenge concepts  
readily.*  
**Ofsted**

*Leaders promote a  
coherent, integrated and  
nurturing approach to  
the well-being of pupils.*  
**Ofsted**

*Pupils thrive here. They  
are happy and safe in  
the school's nurturing  
environment.*  
**Ofsted**



*We found pupils positive,  
focused and eager to  
speak their minds - a good  
reflection of the  
independence of thinking  
nurtured here.*  
**Good Schools Guide 2023**

## CLUBS & SOCIETIES

Music  
Sports  
Film and Drama  
Debating  
Science  
Medical Societies  
(MUA/MUN)  
Languages  
Arts and Graphics  
Design and Textiles  
Literature  
Chess, Games, Puzzles



**INTERNATIONAL COALITION  
OF GIRLS' SCHOOLS (ICGS)**  
As one of the UK's leading  
super selective schools, we  
are proud to be part of this  
global network dedicated to  
empowering young women  
through education,  
collaboration, and advocacy.



## ACADEMIC EXCELLENCE FUND



## ALUMNI NETWORK

DUKE OF  
EDINBURGH'S  
AWARDS



## DEGREE APPRENTICESHIPS

Goldman Sachs  
Barclays  
Atkins  
Charles Russell Speechlys  
GSK

## STEM LONDON COLLABORATION

providing quality Subject-  
specific CPD combining  
expertise in teaching and  
learning Science



# THE ROLE

|                    |                    |
|--------------------|--------------------|
| <b>ROLE:</b>       | Facilities Manager |
| <b>REPORT TO:</b>  | Head Teacher       |
| <b>DEPARTMENT:</b> | Facilities         |
| <b>HOURS:</b>      | Full Time          |
| <b>SALARY:</b>     | Competitive        |

## MAIN PURPOSE OF THE JOB

To lead and manage the school's facilities, premises, health and safety, security, maintenance, cleaning and site development functions, ensuring the school provides a safe, secure, compliant and welcoming environment for students, staff, visitors and the wider community.

The Facilities Manager will be responsible for the strategic and operational management of a large and complex secondary school site, ensuring that all buildings, grounds and facilities are maintained to a high standard and support the school's commitment to excellence in education.

## KEY RESPONSIBILITIES

### Premises and Facilities Management

- Lead the day-to-day management of the school's buildings, grounds and facilities.
- Develop and implement planned preventative maintenance programmes.
- Ensure all school facilities are safe, secure, well-maintained and fit for purpose.
- Manage repairs and maintenance work, ensuring timely completion and value for money.
- Oversee site inspections and identify areas requiring improvement or investment.
- Monitor the condition of school buildings and prepare reports on maintenance requirements.
- Support school development and refurbishment projects.
- Assist with long-term estate planning and capital improvement programmes.

### Health, Safety and Compliance

- Act as the school's operational lead for health and safety matters.
- Ensure compliance with all relevant legislation, regulations and guidance relating to premises management.
- Develop, implement and review health and safety procedures.
- Maintain accurate compliance records and statutory documentation.
- Oversee risk assessments relating to premises, facilities and contractor activities.



- Manage fire safety arrangements including drills, inspections and maintenance of fire safety equipment.
- Ensure statutory testing and inspections are completed, including:
  - Fire alarms
  - Emergency lighting
  - Electrical systems
  - Gas safety
  - Water hygiene and legionella monitoring
  - Lifts and lifting equipment
  - Asbestos management
  - Building condition surveys

### **Site Security**

- Lead on site security arrangements and access control systems.
- Ensure robust procedures for opening and securing the school.
- Oversee CCTV systems, alarms and security infrastructure.
- Manage security incidents and investigations where required.
- Develop and maintain emergency response and business continuity arrangements.

### **Contractor and Service Management**

- Procure, manage and monitor facilities-related contracts.
- Act as the main point of contact for external contractors and service providers.
- Ensure all contractors comply with safeguarding, health and safety and site procedures.
- Monitor contractor performance against agreed service standards.
- Support tendering exercises and contract reviews.

Typical contracts may include:

- Cleaning services
- Grounds maintenance
- Catering liaison
- Security services
- Waste management
- Mechanical and electrical maintenance
- Building maintenance contractors

### **IT Infrastructure and Digital Services**

- Provide operational oversight of the school's IT infrastructure, working closely with the IT Manager, managed service provider and senior leadership team.
- Ensure that school IT systems, network infrastructure and digital facilities support teaching, learning and operational effectiveness.
- Lead on the facilities aspects of IT projects, including classroom technology installations, network upgrades, access control systems, telephony and audio-visual equipment.



- Manage contracts and relationships with external IT support providers, ensuring agreed service levels are achieved.
- Oversee the procurement, installation and maintenance of hardware, telecommunications systems and associated infrastructure.
- Ensure appropriate accommodation, power supplies, ventilation and security arrangements are in place for server rooms, communications cabinets and network equipment.
- Monitor the performance and resilience of core operational systems, escalating issues where necessary to minimise disruption.
- Support the development and implementation of the school's digital strategy.
- Oversee business continuity arrangements relating to critical IT systems and support disaster recovery planning.
- Ensure compliance with cyber security requirements relating to facilities-managed systems, including CCTV, access control, intruder alarms and building management systems.
- Support the effective management of school-wide inventory and asset registers for IT and facilities equipment.
- Work collaboratively with teaching and support staff to identify opportunities to improve facilities and technology provision across the school.
- Contribute to the planning and delivery of technology-enabled capital projects and estate developments.

### **Staff Management**

- Lead, motivate and develop the facilities and site team.
- Allocate workloads and ensure effective deployment of staff resources.
- Conduct performance management and development reviews.
- Support recruitment, induction and training of facilities staff.
- Promote a positive culture of teamwork, customer service and continuous improvement.

### **Lettings and Community Use**

- Support the management of school lettings and community use of facilities.
- Ensure facilities are prepared and available for evening, weekend and holiday activities.
- Monitor site usage and ensure appropriate standards of health, safety and security are maintained.

### **Environmental Sustainability**

- Support the school's sustainability strategy and environmental objectives.
- Monitor energy consumption and identify opportunities to improve efficiency.
- Promote environmentally responsible practices across the site.
- Contribute to initiatives that reduce waste and carbon emissions.

### **Emergency and Operational Response**

- Respond effectively to site emergencies and unforeseen operational issues.



- Coordinate responses to adverse weather and site-related incidents.
- Ensure contingency plans are in place to minimise disruption to school operations.
- Participate in on-call arrangements where required.

### **General Responsibilities**

- Support and promote the school's vision, values and ethos.
- Maintain high standards of professionalism and confidentiality.
- Attend relevant meetings and training activities.
- Comply with all school policies and procedures.
- Promote equality, diversity and inclusion.
- Undertake any other duties appropriate to the grade and nature of the post.

### **Safeguarding Responsibilities**

The post holder is responsible for promoting and safeguarding the welfare of children and young people and must:

- Adhere to all safeguarding and child protection policies.
- Complete all required safeguarding training.
- Report any concerns regarding the welfare of students immediately through the appropriate channels.
- Ensure contractors and visitors comply with safeguarding requirements whilst on site.

### **Person Specification**

#### **Essential**

#### **Qualifications**

- Relevant facilities, building management or health and safety qualification.
- IOSH Managing Safely (minimum) or willingness to obtain.
- GCSE English and Mathematics (Grade C/4 or above).

#### **Experience**

- Significant experience of facilities or premises management.
- Experience of managing staff and contractors.
- Experience of health and safety compliance and risk management.
- Experience of managing maintenance programmes and building projects.
- Experience of budget monitoring and obtaining value for money.

#### **Knowledge**

- Health and Safety legislation.
- Building maintenance and compliance requirements.
- Fire safety regulations.



- Contractor management.
- Risk assessment processes.

### **Skills**

- Strong leadership and people management skills.
- Excellent organisational and project management skills.
- Ability to prioritise a varied workload.
- Strong communication and relationship-building skills.
- Competent IT skills.
- Ability to problem-solve and make effective decisions.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Please sign both copies of this job description, retaining one and returning the other to the Headteacher.

Signed ..... Date .....



# THE DEPARTMENT

We are a proactive, dedicated, and energetic facilities team committed to delivering exceptional customer service and upholding the high standards that define Newstead Wood School.

Collaboration is at the heart of our work. Every member of our support staff is valued, supported, and encouraged to contribute to a consistently high-quality service. We take pride in our warm, professional, and solutions-focused approach, ensuring that everyone who engages with the school feels welcomed, respected, and well-supported.

Our ethos is rooted in a strong community of learners. We nurture a friendly, aspirational, and inclusive culture, working closely with teachers, parents, and students to maintain the exceptional environment that makes Newstead Wood a highly sought-after girls' grammar school.

We are now seeking an Facilities Manager who shares our commitment to outstanding customer service and who will represent the school with professionalism, kindness, and integrity. This is an opportunity to play a key role in ensuring that everyone's experience reflects the excellence and care at the heart of Newstead Wood School.



## EQUAL OPPORTUNITIES

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We particularly welcome applications from BAME candidates as they are currently under-represented at Newstead Wood School.





# WHY WORK WITH US?

## Competitive Pay



Competitive remuneration & benefits. For teachers, we guarantee to pay above the maintained sector.

## Pension Scheme



Generous TPS/LGPS pension schemes to all academy based colleagues. (26.68% TPS and 22.9% LGPS)  
Both schemes will pay a death in service payment of 3 times your pensionable pay.

## Health Care Cash Plan



Money towards the cost of essential healthcare such as trips to the optician, dentist or physiotherapist up to certain annual limits. Virtual GP access 24/7.

## Cycle to Work Scheme



Tax efficient cycle to work scheme.

## Discounts



Access to over 250 exclusive discounts on everything from coffee and cinema tickets, to holidays, shopping and gym memberships through Perkbox.

## Discounted RAC Cover



## Free On-site Parking



## Free Annual Flu Vaccination



## Support and Training

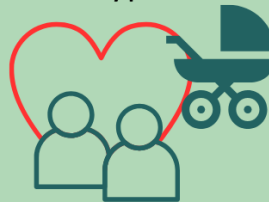


## Career Development and CPD



We offer a robust professional development programme including in house training, external courses and a mentoring/coaching scheme to support your growth.

## Enhanced Parental Leave and Family friendly policies



Enhanced maternity pay and a supportive company sick pay policy

## Employee Assistance Programme



Confidential independent advice and support on a range of financial and legal matters, counselling and support with a 24/7 helpline.

## Excellent Transport Links



Rail services to central London and Kent & the South Coast depart from Orpington station (18 minutes walk). The area is served by a number of bus routes. Free parking is available to all staff onsite.

## Staff Wellbeing classes & socials



Access to free of charge yoga classes, fitness classes and "Let's talk" clubs. Staff socials including quizzes, parties and a choir.

## Car Lease Scheme



Access to great discounts on car leasing of low emission cars through a direct debit scheme



# HOW TO APPLY

You can complete the application online via the school website [here](#).

If you have any questions or would like an informal discussion or school visit, please contact our HR Department: [recruitment@newsteadwood.co.uk](mailto:recruitment@newsteadwood.co.uk) or call 01689 853626.

## INTERVIEWS

The closing date for applications is Sunday 12<sup>th</sup> July

Applications will be reviewed as they are received. The school reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Please note, we do NOT accept applications by Curriculum Vitae.

## SAFEGUARDING NOTICE

Newstead Wood School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

## RECRUITMENT POLICY

Newstead Wood School is working hard to become a more diverse organisation which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from minority candidates. We always appoint on merit.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01689 853626 or email [recruitment@newsteadwood.co.uk](mailto:recruitment@newsteadwood.co.uk). Newstead Wood School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

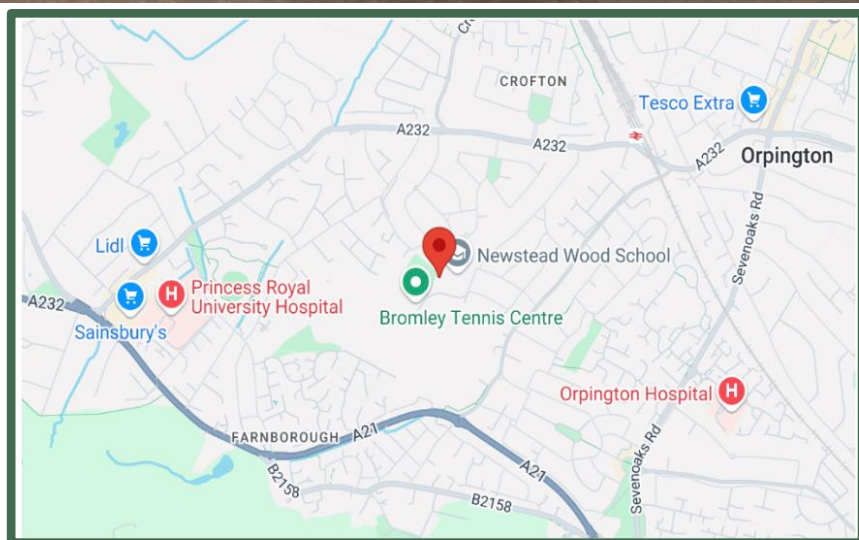
## USEFUL LINKS

[School Website](#)

[School Prospectus](#)

[United Learning Group](#)

[UL Benefits](#)



#### LOCATION:

Newstead Wood School  
Avebury Road  
Orpington  
BR6 9SA  
Telephone: 01689 853626



# NEWSTEAD WOOD SCHOOL

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