



DIRECTOR OF FACILITIES
RECRUITMENT PACK
December 2025

WELCOME FROM THE CEO

Thank you for expressing interest in the key leadership role of Director of Facilities within our Multi-Academy Trust. EPA Trust was formed on 1st May 2014 and was the first multi-academy trust nationally that included a community secondary and community primary school, and voluntary aided and voluntary controlled church schools. All of our schools show a collective desire for pupils to excel and have a high commitment from all staff to create a caring and positive learning environment. Each school has a unique but equally strong commitment to the pastoral care of those who learn and work in them.

The Trust is committed to building a family of schools dedicated to high academic achievement and developing well-rounded children. Our schools enable children and young people to become successful learners, confident individuals and responsible citizens. Our aim is that each young person will be able to leave our academies having experienced an outstanding education, whether the next phase of their lives is to move on to university, high-quality work placements or work within our community.

Our successes are built upon the efforts of hard-working and enthusiastic staff, well-motivated students and supportive parents. Our Academy Board has a strong connection with the local communities it serves and benefits from the expertise that the Oxford Diocesan Board of Education brings as a corporate member. The Trust seeks to maintain the unique identities that our academies have and their close relationships with the communities in the villages that they serve.

We look forward to receiving your application.

David Brown

David Brown
CEO, EPA Trust

EPA
TRUST

ABOUT THE TRUST

EPA is a multi-academy Trust of primary, secondary, and all-through schools in Oxfordshire, with 11 schools and over 500 staff. With a vision of 'Aspiration, Collaboration and Excellence', we are one of the top trusts in the region for Key Stage 2, GCSE, A-Level and P8 outcomes and have a considerable reputation for school improvement. High expectations are key to our success and central to this is the collaboration across all age phases and schools. Our partnerships, both local and national, along with high levels of staff retention and leadership development, provide a rich foundation of practitioner experience and expertise. The purpose of the Trust is to sustain and improve good and outstanding schools, and to ensure the rapid improvement of schools which need support now (and in the future); also to act as a vehicle for enabling the sharing of best practice and the economies of scale to be achieved across the group of academies.

The EPA family of schools is dedicated to high academic achievement and developing well-rounded children. Our schools enable children to become successful learners, confident individuals and responsible citizens.

EPA schools enable staff to grow as professionals and focus on high social and academic expectations of learners.

We are dedicated to promoting evidenced-based best practice within our schools and our collaborative approach enables staff and learners to work together to develop learning.



EPA
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ABOUT THE ROLE

EPA Trust is looking to appoint a Director of Facilities as part of our growing central team. A vacancy has arisen for an exceptional candidate to lead the Facilities function of our central team at EPA. The successful candidate will have a wide experience of Facilities management, ideally within the education sector. This role will directly line manage a central facilities team, as well as indirectly lead site managers and business managers in each of the Trust sites.

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake and receive a satisfactory Disclosure & Barring Service check as well as attending safeguarding training as part of this role.



How to apply:

Closing date for applications: Monday 12th January, 12pm

Interviews: w/c 19th January 2026

Please apply via My New Term <https://mynewterm.com/jobs/3072/EDV-2025-ET-39716>



JOB OVERVIEW:

To support and manage all Facilities related aspects across all premises within the Trust by:

- To shape, lead and manage the Facilities & Facilities Management function across the Trust.
- Managing all aspects of the Trust's Facilities including upkeep, care, maintenance, security and facilities management in line with statutory and regulatory requirements.
- Managing health and safety across all premises within the Trust.
- Responsible for the safe and efficient management, operation and development of all Trust premises related functions and resources.
- Responsible for providing any premises related pre-conversion due diligence for any assigned new schools joining the Trust.
- Leading on the planning and development of site staff resources, including coordination and delegation of relevant activities in conjunction with school leaders.
- Managing refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects within the trust.
- Undertaking all of the above with sustainability at the core of decision making and task implementation, including aspects such as energy efficiency and carbon reduction, waste minimisation and circular economy, and delivering social value to the local community.
- Manage the Trust's sustainability activity, including supporting the development of strategies, plans and procedures and enabling the collection and reporting of relevant data.

POST:
Director of Facilities

CONTRACT:
Full Time / Part Time

SALARY:
Grade 16
£63,576 - £67,003 (FTE)

REPORTING TO:
Deputy CEO



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KEY RESPONSIBILITIES:

Facilities Management:

- Work with the leadership team and wider stakeholders to develop, implement and monitor the Trust's Facilities strategy;
- Ensure school personnel are equipped and informed to deliver excellent site management
- Act as a principle advisor to school teams, communicating Facility management plans and providing expert guidance and support on complex matters;
- Work in collaboration with stakeholders to procure and manage key premises-related contracts, ensuring best possible value for money;
- Manage schedules of surveys and maintain an awareness of sector developments to inform Facilities Management planning;
- Ensure that all Facilities activity complies with DfE and ESFA requirements and produce regulatory reporting as required;
- Manage the Trust's energy and utilities contracts, ensuring not only best value for money, but also in improving the sustainability baseline for the Trust through reducing energy consumption and carbon emissions by GIFA, reducing material consumption and improving waste and recycling, as well as reducing water consumption.
- Management of the Trust's insurance policy;
- Management of land and building contracts, including seeking Landlords Consent and Secretary of State approval.

Capital Works

- Manage and continually develop the Trust's approach to Trust-funded capital works, including identifying and prioritising works, facilitating delivery, budget management and project reporting;
- Manage the delivery of local authority-funded works, including liaison with key stakeholders, oversight of legal arrangements and management of appointed project managers;
- Prepare and submit bids for additional funding and manage associated works.
- Ensure that any capital works are designed, procured and delivered to the latest best practice for sustainability outcomes, including both environmental and social impacts.

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KEY RESPONSIBILITIES:

Regulatory

- Develop and manage Health & Safety (H&S), premises and sustainability related policies and procedures, ensuring that they are compliant, practical and consistently applied;
- Ensure the Trust's Legionella and Asbestos Control Management is fulfilled and complete all sustainability compliance
- Produce report on H&S, premises and sustainability related compliance to support regulatory compliance, decision making and good governance;

GENERAL DUTIES

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

GENERAL RESPONSIBILITIES:

- The Facilities Director plays a key role in supporting school teams with advice on good practice to ensure they can carry out their roles effectively, including supporting training and professional development as appropriate
- Comply with, and assist with the development of, EPA Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The Facilities Director is required to respect confidentiality of all matters relating to the Trust, schools, students and staff.
- Be aware of and support difference and ensure equal opportunities for all.
- Support the Trust's ambitions to continually improve the sustainability of our operations.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE:

EPA Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.

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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none">• Successful delivery of multiple concurrent and complex capital works• Effective leadership within a complex, multi-site environment• Use of IT and data systems to improve efficiency and compliance• Liaison with external stakeholders, e.g. government agencies, local authorities• Managing business critical and/or high value contracts• Successful planning and management of budgets• Driving license and vehicle with insurance for business travel• Evidence of relevant and continuous professional development• A recognised health and safety management qualification or evidence of qualification by experience e.g. NEBOSH/IOSH	<ul style="list-style-type: none">• Qualification in a relevant field• Recognised project management qualification• Qualifications in and experience of delivering sustainability outcomes in FM (e.g., energy efficiency)
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none">• A good understanding of the impact of facilities management on the achievement of the objectives of EPA Trust• Working knowledge of capital works, facilities management best practice, health & safety and premises compliance• Strong planning, organisational and prioritisation skills• Ability to influence strategic decisions• Exceptional communication skills, including production of reports, policies and procedures• Excellent interpersonal skills, as both leader and team player• Ability to analyse and interpret data• Ability to develop, implement and evaluate long term strategies, systems and processes• Strong IT skills and ability to maximise technological solutions	<ul style="list-style-type: none">• Working knowledge of public procurement best practice• Understanding of construction and/or funding contracts• Working knowledge of environmental sustainability and energy efficiency



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none">• Innovative, collaborative, curious and empathetic• Strategic problem solver• Committed to compliance and best practice• Committed to acting with integrity, honesty and fairness, to safeguard the assets, financial probity and reputation of the Trust• Committed to the vision and values of the school and EPA Trust• Flexible and adaptable, and willing to work flexibly where necessary• Able to work under pressure and prioritise effectively• Professional, diplomatic and discreet• Committed to own and others' learning and professional development	

Safeguarding Children and Young People:

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EPA TRUST

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