



THE CHARLES KALMS • HENRY RONSON

**IMMANUEL
COLLEGE**

Facilities Manager

Full Time, All Year Round

Candidate Information Pack



Welcome

to Immanuel College, *the* Independent Jewish school, where academic achievement, outstanding pastoral care and inspiring Jewish life and learning sit at the heart of everything we do.

Located in Bushey, we are easily accessible from North London via our extensive bus network while also having 11 acres of Hertfordshire countryside for our students to enjoy and from which they benefit in many ways from school sport to social and recreational spaces.

As a modern Orthodox school, we are proud to nurture young people intellectually, personally, and spiritually, while celebrating individuality and strengthening Jewish identity as a natural part of everyday life here. We value warm, respectful relationships between colleagues, students, parents, alumni, and the genuine sense of community and shared purpose this creates.

Alongside remarkable academic outcomes, our students benefit from exceptional arts, music, drama, sport, and educational trips that broaden learning beyond the classroom. Guided by values of kindness, responsibility, curiosity and aspiration we prepare young people for leadership and to make a positive contribution in a diverse world. As we enter the next chapter of our 35-year journey, we remain committed to excellence, care and ambition, for our students and our staff alike.

Thank you for considering this role. Please do not hesitate to get in touch with us if you would like to know more about the role or the College. We look forward to welcoming you to Immanuel College.

Dan Endlar
Head

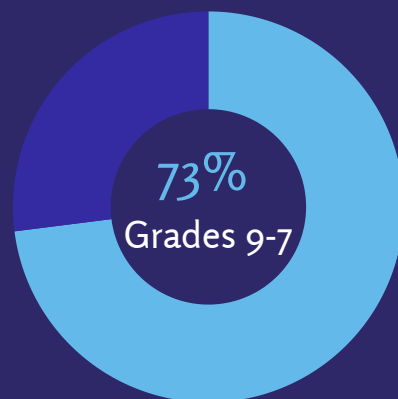




2025 GCSE Results

35%
Grades 9

56%
Grades 9-8



+ 0.84

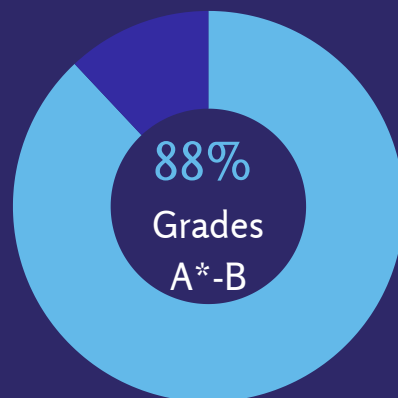
Immanuel students GCSE results outperformed their independent schools peers by an average of almost one grade per subject entry.



2025 A-Level Results

24%
Grades A*

64%
Grades A*-A



83%

of our Sixth Form leavers went to their first choice destination for onward study



Role Description

The Facilities Manager is responsible for the effective management, maintenance, and safety of the school's buildings and grounds. They will support and supervise the Site Team, ensuring all duties are carried out in a safe and timely manner, to a high standard.

The postholder will liaise with all stakeholders on matters relating to the site, including its improvement and maintenance, ensuring all in-house checks are systematically and routinely conducted.



Key Responsibilities

The Facilities Manager will report to the Director of Finance and Operations to:

Main Duties, Administration & Training

- Provide supervision and day-to-day support to the Estates Team, ensuring effective communication, regular team and stakeholder meetings, and strong working relationships with contractors, cleaning and security leads, staff, and hirers;
- Oversee the Helpdesk ticketing system to ensure timely completion of works, manage in-house and contracted maintenance activities, and ensure daily checks of plant rooms and essential systems are carried out by a suitably trained team;
- Plan and schedule maintenance works and projects in advance, particularly around school holidays, obtaining quotations, raising purchase orders, and coordinating both in-house and external resources, including temporary staff, to ensure safe and efficient delivery;
- Ensure all health and safety requirements are met, including risk assessments, permits to work, contractor inductions, insurance checks, and adherence to procedures (e.g. asbestos register access, sign-in protocols), while maintaining awareness of ISI standards and promoting best practice;
- Maintain accurate and up-to-date records of utilities, PPM schedules, maintenance checks, risk assessments, and statutory compliance, ensuring any remedial actions are completed promptly;
- Undertake required training and ensure the Estates Team completes relevant training in a timely manner, including delivering toolbox talks and supporting ongoing professional development; and,
- Oversee school vehicle compliance (servicing, MOTs, driver checks) and ensure alignment with wider site operations (Cleaner Contractors and Security) through proactive communication and coordination

Health and Safety, Services, Maintenance & Repair

- Support the consistent implementation of H&S policies, ensuring all staff, pupils, contractors, and visitors adhere to regulations and safeguarding procedures, with any breaches promptly escalated. Oversee contractor compliance with legislation, safe working practices, and site movement protocols;
- Respond effectively to estate-related emergencies, ensuring clear communication with key staff and timely reporting. Maintain responsibility for fire safety systems, including alarm testing, immediate fault resolution, weekly in-house checks, and annual inspections of all fire equipment, ensuring systems remain fully operational at all times;
- Conduct regular checks of escape routes, hazardous areas, perimeter fencing, and gates to ensure safety and security. Oversee safe storage of equipment and materials (including COSHH compliance), maintain appropriate signage, and ensure manual handling practices are followed by the Estates Team;
- Ensure all planned preventative maintenance (PPM) and statutory checks are completed, recorded, and actioned promptly, including systems such as fire, electrical, gas, lifts, HVAC, pest control, and specialist equipment. Maintain oversight of legionella control, asbestos register accessibility, and gym/playground safety inspections; and,
- Maintain and update relevant risk assessments for estates activities, ensuring safe systems of work are communicated to the team. Support clear allocation of roles and responsibilities during emergencies, including deputising where required, and ensuring daily operational readiness.

Security

- Be prepared to respond to emergency call-outs as required;
- Adhere to the school policies and procedures for announced visits of Contractors and other visitors, ensuring that a daily list is made available to the Security team for such site visits;
- Maintain the security of the school site by being vigilant regarding strangers and report any concerns to the Director of Operations & Finance or Senior Leadership team immediately;
- Have responsibility for maintaining the school's key systems. Ensure keys are safely and securely stored. Ensure keys are issued responsibly and where appropriate ensure staff provide a written statement, in the event of lost keys as a suitable risk assessment against a possible security breach. Bring a possible serious breach to the attention of Senior Leadership immediately;
- Ensure external door systems are routinely checked in-house, and magnetic locking systems are inspected by an approved specialist Contractor. Ensure the BODET auto system is checked by contractors and remains operational, according to school emergency procedures; and,
- Ensure gate systems, door systems and security alarm systems are routinely inspected by external agents and remedial actions are agreed in a timely manner.

Supervision of Contractors

- Liaise with contractors regarding access to the site, which should include issuing signing in instructions and meet and greet;
- Liaise with contractors whilst they are on site, monitoring the progress of work, ensuring work is carried out to the required standard and with due regard to appropriate health and safety practices;
- Ensure all contractors have the necessary certification as required to carry out work, such as Heating & Gas Engineers, Electrical Engineers. Contractors' apprentices' - "mates" must not be permitted to work on systems without full supervision of the designated Contractor;
- Ensure all contractors complete and follow the necessary risk assessments as required for the work due to be carried out;
- Ensure all contractors have suitable DBS clearance/checks or are accompanied / or work is carried out in holiday periods; and,
- Ensure Contractors adhere to the Contractors Code of Conduct as laid out by the Contractors Induction Guide, ensuring that appropriate signage or barriers are in place when work is in progress.



Person specification

Qualifications & Training

- GCSEs (or equivalent) in English & Maths
- Relevant estates/facilities or trade qualification (desirable)
- Health & Safety qualification (e.g. IOSH/NEBOSH desirable)
- Full UK driving licence

Experience

- Proven experience managing site operations or estates in a similar setting
- Experience leading/supervising staff
- Strong background in maintenance, compliance, and contractor management
- Experience with health & safety and risk assessments
- Ability to manage multiple priorities and projects

Skills & Knowledge

- Strong understanding of building maintenance and H&S legislation
- Good IT and systems skills (e.g. maintenance/helpdesk systems)
- Excellent organisational and problem-solving skills
- Strong interpersonal and communication skills

Pastoral Care and Safeguarding

- A clear commitment to pastoral care, pupil wellbeing, and safeguarding responsibilities.

Wider Contribution

- Commitment to the School's Safeguarding Policy, our ethos and values;
- A genuine interest in education and an enthusiasm for working for the benefit of children.

Application Process

Immanuel College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please familiarise yourself with our Child Protection & Safeguarding, Recruitment and Selection and our Equal Opportunities policies.

The deadline for applications is: **10:00am on Thursday 25 June 2026**

Before applying for this role please read our guidance, which can be found on the Vacancies section of our website. Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Applications will be reviewed on receipt, and in some cases we may choose to interview and appoint a strong candidate ahead of the closing date. We therefore encourage interested candidates to apply as soon as possible. If you would like any further information, or an informal conversation to discuss the role please contact the Director of Finance and Operations, Mr Nick Bra@immanuelcollege.co.uk.

Benefits

By joining Immanuel College, you will enjoy the benefits of working in a supportive, forward-thinking educational environment which offers:

- Competitive remuneration within the independent sector and opportunities for progression;
- Pension scheme;
- Membership to Simplyhealth;
- Free lunch and refreshments during term time;
- Free on-site parking; and,
- Generous discount on school fees.



"Pupils recognise that being part of a supportive community plays an important part in their academic development."



"Pupils develop their self-esteem, confidence and resilience".



"The school equips pupils with the attributes of kindness, aspiration, responsibility & curiosity".

- ISI Report 2024

