

# Facilities Manager Recruitment Pack







MAKING IT EASY TO MAKE A DIFFERENCE

# WELCOME

Are you a skilled facilities professional who's ready to take the lead across our family of schools in Hertfordshire and Enfield? We are seeking an experienced, proactive, and collaborative individual to undertake this important and high profile role within the Trust, providing facilities management expertise to the Central Team and 17 schools by procuring, implementing and monitoring delivery of facilities hard services.

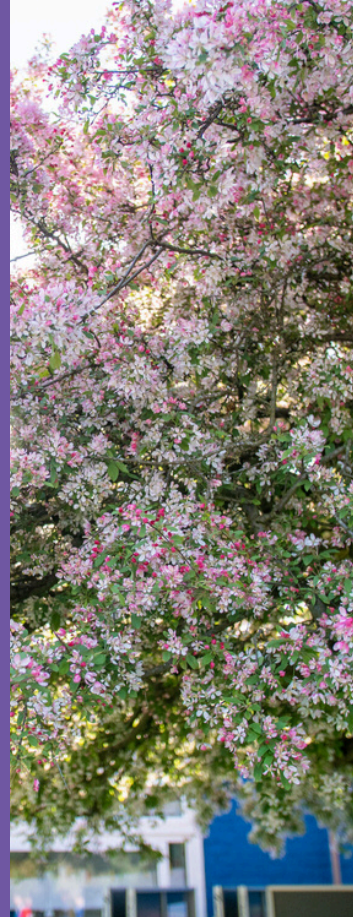
In line with Trust policies, you will be responsible for compliance monitoring, budget planning, securing value for money contracts and working with central and school stakeholders to ensure that staff, students and visitors work in a healthy and safe environment.

## Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

## We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

# OUR SCHOOLS



# 15

*Good or Outstanding*

# 2

*Sponsored Academies*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	Inadequate (2021)
13. Watchlytes	Hertfordshire	2022	Inadequate (2021)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

*\*Schools inspected since joining Ivy.*



# WORKING AT IVY



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*Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.*

*~ Ofsted, Crabtree Junior, 2023*

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When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

# JOB DESCRIPTION

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## Overall purpose of the role:

This is an important and high profile role within the Trust to provide Facilities Management expertise to the Central Team and 17 schools by procuring, implementing and monitoring delivery of Facilities Hard Services. In line with Trust policies, you will be responsible for compliance monitoring, budget planning, securing value for money contracts and working with central and school stakeholders to ensure that staff, students and visitors work in a healthy and safe environment.

## Main duties and responsibilities

### Health and Safety

- To take responsibility for the strategic development of all hard FM policies, procedures and contracts across the Trust by advising on best practice to ensure that Ivy fulfils its statutory obligations and minimises risk to students, staff, volunteers and visitors to our schools.
- To work with the Director of Estates and Facilities to develop and implement interventions to review and test the Trust's health and safety documents and culture; enforcing compliance where necessary and support Headteachers, Office Managers and Site Managers to improve their understanding and adoption of policies, particularly in relation to statutory testing, fire safety, building compliance, legionella compliance, asbestos and external audits.
- To lead on all matters relating to Fire Safety, ensuring there is a robust Fire Safety Risk Assessment adopted across all schools, that staff are appropriately trained and regular testing is undertaken.
- To take the lead role in ensuring that the Trust complies with all legal compliance including responsibility for Ivy's risk assessments alongside the Head of Estates and Facilities. To ensure that appropriate risk assessments are carried out and reviewed annually by Headteachers and Managers with responsibility for site staff.
- To ensure that compliance inspection and servicing budgets are adequately set and reflected in Access for the intervals specified.
- Ensure appropriate levels of security are maintained across Trust sites.

# JOB DESCRIPTION

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## **Asset Management**

- To provide expert advice to the Director of Estates and Facilities with regards to incoming or changing legislation to take the lead role in developing and reviewing existing contracts and ways of working.
- To support the Director of Estates and Facilities in work related to property transactions or developments.
- To support schools in identifying and evaluating building condition and suitability priorities to inform their Site Development Plans.

## **Energy Management**

- Support the Director of Estates and Facilities in decarbonisation planning promoting sustainability and environmental improvements, reviewing energy use and waste , driving environmental change and developing proposals for external funding where applicable.

## **Capital Projects**

- Support schools in early feasibility and review of capital projects.
- Oversee all significant building and refurbishment projects across the Trust, including the expansion or restructuring of sites.
- Visit each site to monitor the progress / completion of significant works.
- Support the Director of Estates in SCA financial monitoring.
- Support the Director of Estates in applications for external funding to the Trust.

## **Procurement and Contract Management**

- To develop and maintain the Approved Contractor database and with the Director of Estates and Facilities, develop the annual Capital Programme plan across the Trust.
- To develop and implement a school facilities management programme to include planned, preventative and reactive maintenance, and a programme of cyclical maintenance and improvement works to maintain high standards across all sites.

# JOB DESCRIPTION

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- To coordinate all Hard Services procurement activity and ongoing contract management encompassing contracts for, but not limited to: PPM (statutory testing), Building and Fabric Maintenance, Utilities, Fire Safety and Grounds Maintenance.
- To establish relationships with key suppliers and make recommendations for potential changes, taking into consideration the needs of the business and budgets set.
- To ensure that all contractors are compliant with Ivy contractor competencies, including DBS checks, and that records are reviewed and updated annually.
- To develop and lead a comprehensive procurement advisory service for schools and the Central Team in relation to the Facilities Hard Services, overseeing the local work completed by contractors and site teams.
- To provide advice on how academies drive efficiencies with PPM schedules, utility costs and energy efficiency schemes. To share knowledge and best practice across the Trust.
- To identify opportunities for cost efficiency and improved purchasing arrangements. Ensure all purchasing is cost effective and made within the systems and procedures as laid down within the Trust.
- To provide guidance and support for the Director of Estates and Facilities and Head of Operations and Procurement to lead and manage procurement, writing Estates and Facilities related tender documents and managing all third party suppliers in relation to Facilities Hard Services.

## **General**

- To develop and oversee the implementation, usage and compliance of the Asset Management software. To liaise with the supplier to ensure that the service is fit for purpose and is continually developed.
- To act as the escalated point of contact, and provide strategic leadership, for school developments in relation to maintenance works, capital investment and enhancement works.



# JOB DESCRIPTION

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- Providing indirect leadership to the site teams by providing relevant reporting and policy communication support, ensuring that necessary skill levels are developed, and that school based teams can provide staff and students with the very best advice possible on all matters relating to facilities management and health and safety compliance.
- To work with Office Managers and Headteachers to ensure all Site Managers are appropriately trained in relation to provision of Facilities Hard Services, by selecting and providing access to appropriate, high quality training, monitoring and reporting uptake and impact.
- To support the Director of Estates and Facilities in leading the internal Capital Board, preparing agendas and writing reports, including Trust Board reports, as required.
- To undertake any other duties commensurate with this role as required, in particular supporting the Director of Estates and Facilities.
- To be a first port of call in out of hours emergency call out with Site Managers.
- To safeguard the quality of Health and Safety and Procurement data by ensuring the accurate input and audit of information being inputted to the Trusts systems.



# JOB DESCRIPTION

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## All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

# PERSON SPECIFICATION

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	Essential	Desirable
Qualifications and professional development	<ul style="list-style-type: none"><li>• A recognised Health and Safety qualification such as NEBOSH, IOSH Managing Safely or a willingness to complete as soon as possible.</li><li>• Evidence of relevant continued professional development in estate management.</li></ul>	<ul style="list-style-type: none"><li>• Chartered Member of the Occupation Safety (CMIOSH) or working towards membership.</li><li>• A recognised Building Maintenance qualification at NVQ level 3 or an equivalent level of knowledge, skills and experience.</li></ul>
Skills, knowledge and experience	<ul style="list-style-type: none"><li>• Significant experience of developing and delivering management programmes.</li><li>• Detailed knowledge of building maintenance and facilities management issues.</li><li>• Good knowledge of Fire Regulations and Health and Safety at Work legislation.</li><li>• Significant experience of working collaboratively with senior managers and other stakeholders.</li><li>• Experience of working in the education sector and a demonstrable commitment to the safety and welfare of children.</li><li>• Proven success with project management ensuring projects are completed on time and on budget.</li><li>• Proven experience of procurement processes for planned and preventative maintenance programmes and capital improvement works.</li><li>• Experience of making key decisions in relation to facilities issues in accordance with health and safety and other regulatory requirements.</li></ul>	<ul style="list-style-type: none"><li>• Relevant Fire Safety and Inspection qualifications.</li><li>• Experience of using Continuous Improvement tools.</li><li>• Experience of managing Health and Safety in a classroom based environment.</li><li>• Experience of school trips and associated Risk Assessments.</li></ul>

# PERSON SPECIFICATION

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	Essential	Desirable
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Ability to self-manage and motivate, making judgements and decisions where required.</li><li>• Excellent communication skills, ICT, written and oral.</li><li>• Able to develop effective working relationships with Facilities and Site Managers, Headteachers, Governing Bodies and other stakeholders.</li><li>• Robust negotiation skills and with the ability to influence outcomes.</li><li>• Able to give sound advice and gain credibility and confidence of school and Trust staff and key stakeholders.</li></ul>	<ul style="list-style-type: none"><li>• Line management experience.</li></ul>
<b>Styles and Behaviour</b>	<ul style="list-style-type: none"><li>• Commitment to high standards of service delivery.</li><li>• Keenness to develop effective working relationships to ensure aims and objectives of the Trust are met and delivered.</li><li>• Drive, commitment and conscientiousness.</li><li>• Ability to work flexibly where required.</li></ul>	



# DETAILS AND TIMELINE

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## Contract Type:

Permanent, Full-Time

## Salary:

47,500 per year

## Closing Date:

31 December 2025 -

however, we may close the vacancy early if a suitable candidate is found.

## Start Date:

ASAP

## Our Policies:



[Privacy Notice](#)



[Code of Conduct](#)



[Recruitment](#)



[Safeguarding](#)

Ivy Learning Trust is committed to safeguarding the wellbeing of our pupils and young people. All successful candidates will be subject to an enhanced DBS and online social media check. Employment at Ivy Learning Trust is also subject to:

- Satisfactory references.
- Barred list check (regulated activity roles).
- Section 128 check (for applicable roles).

- Overseas criminal records check (where required).
- Identity check.
- Right to work in the UK.
- Evidence of qualifications applicable to the role.
- Confirmation of registration with registered body where applicable.

For more information about this role, please contact Tracy Routledge at [tracy@ivylearningtrust.org](mailto:tracy@ivylearningtrust.org).