



Sheldon School

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Facilities Manager

Candidate Pack

Welcome

from the Headteacher



Dear Prospective Candidate,

Thank you for your interest in the post of Facilities Manager at Sheldon School. This role offers an exciting opportunity to make a meaningful contribution to the school's Facilities Team.

Sheldon School is a standalone academy serving approximately 1,550 students, making it one of the largest secondary schools in Wiltshire. We are a co-educational 11–18 school with a thriving sixth form and a strong reputation for positive relationships, comprehensive pastoral support, and a broad, enriching curriculum. Our most recent Ofsted inspection (March 2024) judged the school to be Good in all areas.

The school is set within an attractive parkland campus on the edge of the expanding market town of Chippenham, surrounded by beautiful countryside. There are excellent transport links by road and rail to both Bristol and London. Many staff enjoy living locally, while others commute easily from Swindon, Bath, or Bristol. The school is just five minutes from Junction 17 of the M4. The local area offers a wide range of cultural and leisure opportunities, alongside comparatively affordable housing.


Since taking up the role of Headteacher in 2023, I have been immensely proud of the progress we continue to make at Sheldon. We have established strong foundations for sustained, long-term improvement, particularly in teaching and learning, and in developing a culture rooted in collaboration and high expectations. We are fortunate to have a stable and committed staff body, meaning that permanent, full-time opportunities arise infrequently with only one such vacancy in the past three years. Sheldon School is an inclusive, forward-thinking, and supportive community. Our students are engaging, friendly, and full of character, and our staff are dedicated professionals who flourish in an environment that values both autonomy and teamwork.

We very much hope you will consider this important role. If you share our values and our commitment to excellence, we would be delighted to receive your application.

Mr Peter Lynch
Headteacher



Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

Our Values

BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



About the Role

Facilities Manager

We are seeking an experienced and highly motivated Facilities Manager to lead all aspects of estates, health and safety, and site operations across Sheldon Secondary School. This role will work closely with the Chief Operating Officer, where you will act as the lead professional adviser on compliance, capital projects and the strategic development of our estate.

You will play a key role in ensuring our environments are safe, secure and fit for purpose, supporting high-quality teaching and learning across both sites. This is a varied and rewarding position combining strategic planning with operational oversight.

You will lead and develop a multi-site facilities team, manage statutory compliance and planned maintenance programmes, oversee contractors and capital works, and ensure the effective delivery of lettings and community use.

What we are looking for

- A confident leader with strong technical knowledge
- Excellent organisational skills and a proactive approach
- Someone who is able to manage a complex and dynamic school environment
- A confident communicator with a proven track record of building positive relationships with students, colleagues and contractors
- A team player

Why Join Us?

- Be part of a school that values relationships, enrichment, and academic excellence.
- Have a chance to make a lasting impact on the lives of young people, leading a year group through their entire journey from Year 7 to Year 13.
- Work in a supportive environment where collaboration and care are at the heart of everything we do.
- Work alongside our amazing and engaging students who are respectful and friendly.

We also offer dedicated parking and a cycle to work scheme.

If you want to make a real difference and be part of the Sheldon family, we'd love to hear from you.

Job Description

Facilities Manager

Postholder:	Facilities Manger
Line Manager:	Chief Operating Officer
Line Management:	Facilities and Lettings Team (Maintenance Manager, Premises Assistants, Lettings Assistant, Groundsman, Cleaning Contract liaison)
Salary/Scale of Post:	Grade J, Scale Points 21-23 (Currently £37,280-£39,152 per annum full time equivalent)
Hours of Work:	37 Hours per week, Full time, all year round (with flexibility required for emergency call outs and occasional evening/weekend working)

Post Purpose

The Facilities Manager is responsible for the safe, compliant and effective management of the school estate, ensuring that buildings, grounds and services are fit for purpose, well maintained, legally compliant and supportive of teaching and learning.

You will lead on long-term maintenance planning, refurbishment projects, and the development of new facilities, ensuring alignment with DfE guidance including GEMS.

As Facilities Manager, you will support the COO in overseeing the school's capital investment strategy, including the delivery of Department for Education-funded programmes such as CIF and Basic Need allocations.

The role provides direct operational delivery of the Department for Education's School Estate Management Standards (SEMS) and supports the school to meet baseline requirements and progress towards fully effective estate management.

The post combines strategic oversight with hands on involvement in maintenance activities, site security and school lettings.

Key Responsibilities

Strategic estate management, planning and organising estate resources, understanding and maintaining land and buildings, premises health & safety compliance, fire safety, asbestos and legionella management, planned and reactive maintenance, school lettings and community use, sustainability, digital record keeping and estate projects.

Line management of the FMT team, including appraisals, 1:1 meetings and general oversight

Contract management liaison with the on-site external cleaning manager

Oversight of school lettings and community use of facilities

Attendance at the termly H&S Committee meetings

Oversight of site security and liaison with the emergency services as required

Ownership of Facilities Compliance Risk Assessments and Facilities Risk Register



Specific Duties

1. Team Leadership & Governance

- Working with the COO (Chief Operating Officer) to execute an estates strategy that maximises the utilisation of the school's property assets.
- Take the lead in compliance, providing good governance and management of the school property spend and facility department's budget.
- Work collaboratively with COO, including presenting at the Resources and Audit committee, if required
- Ensure all capital projects comply with Department for Education capital
- Guidance, including Good Estate Management for Schools (GEMS).

2. Capital Projects & Asset Management

- Lead the operational delivery of DfE-funded capital programmes such as CIF, liaising with external project support as required
- Develop a long-term maintenance and refurbishment programme for the school
- Implementation and oversight of asset management and maintenance systems, including updating relevant software applications
- Oversee a comprehensive and up-to-date estates condition survey database, fully costed with graphical information system.
- Working with school leaders, particularly the COO, and site team to manage building refurbishment and capital projects

3. Compliance, Safety & Sustainability

- Ensure compliance with health & safety, statutory regulations, and construction design safety risks.
- Maintain the highest standards of health and safety.
- Embed a low carbon culture and support the delivery of the school's carbon reduction plan and Climate Action Plan
- Ensure services deliver value for money and meet regulatory requirements.
- Lead on energy efficiency, renewable energy and consumption reporting.

4. Maintenance Facilities & Grounds Management

- Critically assess and review the maintenance and facilities strategy with the COO to inform strategic decisions and budget planning
- Critically assess estate-related procedures to minimise reactive maintenance and maximise resource efficiency.
- Foster sustainability improvements through collaboration and the integration of best practices into strategic planning.
- Ensure services are inclusive and meet equality and diversity policies.



5. Operational Delivery & Budget Oversight

- With the COO, prepare tender packages and contracts
- Manage risk, value engineering and cost control measures
- Plan work and organise contractors, including contractor checks and suitability
- Oversee premises-related health & safety compliance, including fire safety, asbestos and legionella
- Analyse and review repair/maintenance costs and work programmes
- Oversee and value subcontractors' work for payments
- Ensure compliance with regulations and quality standards
- Arrange and record FMT training for staff, i.e. ladder and working at height, first aid, manual handling and compliance updates
- Operate the Building Management System (BMS) and make adjustments to plant operating conditions to seasonal changes and specific requirements
- Analyse outcomes and provide budget/progress reports
- Advise on claims, disputes and any contractual issues

6. Stakeholder Engagement & Collaboration

- Engage and partner with stakeholders to support the school's strategy
- Explore wider sector opportunities to maximise value for money in estates
- spend for the school
- Maintain plans and manage the initial FMT response to emergencies (e.g. school closure, fire, security incidents, utility failure or leakage, flooding, snow & ice, etc.).
- Oversight of site security and liaison with the emergency services as required.
- Maintain links with the other stakeholders in the Hardenhuish Park area, and maintain a central register of security incidents
- Maintain plans and manage the initial FMT response to emergencies with the school Leadership Team (e.g. school closure, fire, security incidents, utility failure or leakage, flooding, snow & ice, etc.)

Other Duties

As directed by the COO or Headteacher

General Conditions

All duties must be carried out complying with:

The Health & Safety at Work Act.

Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.

The General Data Protection Regulation (GDPR).

Relevant nationally agreed codes of practice.

Safeguarding

The postholder has a duty to safeguard and promote the welfare of children and young people and must ensure that site use, contractors and lettings activity comply with safeguarding expectations at all times.

Person Specification

Facilities Manager

Essential Desirable

Experience/Attributes	Essential	Desirable
Experience managing or supporting buildings, premises in a customer-focused estates function	X	
Experience and track record of premises-related health & safety and statutory compliance	X	
A successful track record in estates compliance, planned and reactive maintenance and day to day operations	X	
Experience of planned and reactive maintenance	X	
Understanding and experience of delivering H&S compliant services and infrastructure	X	
Experience of supervising site staff and/or contractors	X	
Ability to inspect buildings, identify risks and prioritise actions	X	
Strong organisational and communication skills	X	
Strong IT skills and communication skills	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to work independently within parameters set by the Chief Finance Officer.	X	
Ability to develop networks, prioritise tasks and solve problems	X	
Personal Qualities	Essential	Desirable
NEBOSH (Health, Safety and Environmental Management)	X	
Full Driving Licence – manual vehicles	X	
IOSH (Managing Safely) or similar qualification		X
Experience in an educational setting		X
Experience managing school lettings or community use		X
Experience contributing to estate planning, projects or governor reporting		X
Awareness of sustainability and energy management		X
Awareness of GEMS and the DfE Estates Standards		X

How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

Please note: CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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