

Application Pack

Vacancy Title:	Facilities Manager
Hours/FTE:	37 hours per week, all year round, permanent
Closing date:	12 noon on Wednesday 25 March 2026
Interview date:	Tuesday 31 March 2026 am
Salary:	£38,220-£40,777 (Grade 10 NJC Points 27-30)

Responsible for the planning, implementation and monitoring of property services, and for premises maintenance and development at Gillotts School, to ensure we provide a safe, suitable and positive learning environment for students and staff.

Experience of either premises/facilities management or the building industry is essential as well as a working knowledge of relevant codes of practice/legislation. Relevant training and support will be provided to maintain knowledge and competency in key areas to current standards.

A proven project manager with an exceptional eye for detail, you should be able to manage a multi-disciplinary team effectively and to prioritise competing demands within the constraints of the school budget.

An ability to relate to adults and young people in a positive way is essential.

Gillotts aims to maximise achievement through effective and inspiring teaching and support to students, so if you share these values and would like to join this supportive, and high-achieving school, we'd like to hear from you.

Closing date for applications: 12 noon on Wednesday 25 March 2026
Interviews will be held on: Tuesday 31 March 2026 am

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

If you would like to have a conversation with Karen Barker, School Business Manager, about the role, prior to application, then please email kbarker@gillotts.org or telephone 01491 636808.

The River Learning Trust and Gillotts School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)



How to apply:

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please visit our website at www.gillotts.org.uk.

Completed applications should be submitted through <https://mynewterm.com>. Please note the application form must be completed in full, in all cases. We will only consider a CV as supplementary to a fully completed application form.

March 2026

Dear colleague

Thank you for your interest in joining the staff of Gillotts School. The role of Facilities Manager is crucial in ensuring the safe, effective and efficient running of our school premises and facilities, and for ensuring that all young people and adults feel positive about being on site.

Gillotts is a very successful comprehensive academy. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of attainment but also to help students to experience the real joy of learning so that their learning goes on long after they have left school.

River Learning Trust (RLT) is a multi-academy trust responsible for 30 primary and secondary schools across Oxfordshire and Swindon, and a school-centred initial teacher training provider (SCITT). The trust's schools are united by our principles and our commitment to working together to achieve excellence in education. Please visit the RLT website to find out more www.riverlearningtrust.org.

Our support staff are a highly motivated, dynamic and committed team. The invaluable assistance they provide underpins the work of the teaching staff in supporting our students' learning. We work together to this end.

Enclosed is a job description and person specification for the position of Facilities Manager. The role has line management responsibility for two caretakers as well as engaging and managing a range of contractors to complete building and other projects throughout the school.

This role would suit a confident project manager with a facilities or building services background who has the skills and knowledge to ensure Gillotts School buildings and facilities remain compliant with relevant Health and Safety legislation, safeguarding and other obligations. We also seek someone with vision and creativity, accompanied by an exceptional eye for detail, to ensure we make the most of our limited resources to provide the very best experience we can.

Experience of working with or around young people is desirable.

Please do not hesitate to contact Karen Barker, School Business Manager, on 01491 636808 or email kbarker@gillotts.org if you would like to discuss the post before submitting your application.

Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for the post.



This school is committed to safeguarding, promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are expected to promote fundamental British values. Successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

I look forward to reading your application and to welcoming an enthusiastic and experienced colleague to Gillotts.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job description

Role: Facilities Manager

Accountable to: School Business Manager

Current post holder:

Conditions of Service: APT&C Grade 10

Objectives:

- Working with the School Business Manager to be responsible for and manage the planning, development and monitoring of property services to provide a safe and effective learning environment for students and staff. This encompasses all premises use, maintenance, renewal and development; site services; site security; health & safety and managing staff, including commissioning and delegation of relevant duties.

Main duties and responsibilities:

1. Staff:

To lead the facilities and medical responsibilities of the Finance and Facilities Coordinator.

To lead and manage the site team of two caretakers. To be responsible for work schedules and shift patterns.

To be responsible for the recruitment, performance review, CPLD and mentoring of line managed staff.

2. Management:

To be responsible for the planning, development, design, organisation, monitoring and review of all premises support and maintenance services including external contracts for cleaning, catering, grounds maintenance.

Specific responsibilities will include:

To be responsible for the Premises budget (£500k) in accordance with the Trust's financial regulations.

To be responsible for repairs and maintenance, including oversight of external contractors.

To manage the Planned Maintenance budget focussing on locally determined priorities in accordance with the Premises Development plan (as agreed by Governors and the Leadership Team).

With the Trust, to project manage specifically delegated refurbishment or capital building programmes; to manage contractual issues with contractors including quotations, supporting tenders and monitoring the schedule of work.

To support the Trust tender process as required for the cleaning contract, the catering contract and the grounds maintenance contracts; to monitor performance of each of these contracts against the contract criteria.

To be the school's point of contact in managing the Joint Use Agreement between Henley Leisure Centre and the school.

To be the school's main point of contact for the management of insurance services (currently subscribed to the DfE Risk Protection arrangement (RPA)).

To be the school's Sustainability Lead, linked to the Climate Action Plan.

Attend meetings of the LGB Resources Committee as required up to three times a year, and advise governors on premises progress and priorities.

Liaise with the School Business Manager on a weekly basis. To attend Leadership team meetings as invited/requested.

3. Site Maintenance:

To monitor and implement a pro-active programme of site maintenance, also reacting to urgent repairs in order to maintain and further improve the condition of school buildings and the site, including the ordering of materials suitable for repairs on site via the official procurement procedure.

To ensure the waste collection programme is implemented according to current statutory, regulatory and school requirements.

To manage the scheduled maintenance and service contracts, monitoring and reviewing for environmental compliance, to maximise the functional life of equipment, to monitor energy efficiency and to ensure value for money.

To ensure regular maintenance and relevant testing of school owned site equipment, maintaining records to verify regular checks and relevant training are undertaken.

Improve the accessibility across the site for all pupils and staff.

4. Security:

To include management responsibility for the opening and closing of the buildings at the beginning and end of the day, during school holidays, etc. in conjunction with caretakers; to be on call in cases of any emergency.

Manage the provision of the school's alarm and CCTV systems.

5. Services:

To ensure services (heating, electricity, gas and water) are provided efficiently and effectively, are compliant and working in accordance with the requirements of the school. To monitor regular boiler servicing contracts for service provision and respond to faults and meter readings to highlight potential issues..

To monitor and record the condition of emergency lighting. Schedule checks, tests and arrange repairs as necessary.

To schedule all statutory servicing and ensure checks are undertaken for safe provision of electrical and gas services to the school.

6. Health and Safety:

To comply with the Trust's Health and Safety policies and procedures including accident reporting.

To ensure that the site and buildings are a safe environment in accordance with Health and Safety legislation, ensuring that the buildings are free from unwanted materials, fire hazards and any other items/situations which could compromise site security and/or safety.

To prepare for and support school Health and Safety inspections working towards implementing any recommendations.

To be the Fire Safety Officer for the school, ensuring that evacuation procedures are practised regularly (at least 3 times per year) and all staff receive appropriate training.

To ensure that lockdown procedures are practised regularly (at least 3 times per year) and all staff receive appropriate training.

To maintain the provision, monitor and record the condition of fire fighting equipment, then schedule checks, tests and servicing in accordance with statutory and regulatory requirements and the school's Fire Safety risk assessment.

To monitor and record the condition and temperature of water outlets, point of use water heaters, hot water boilers and showers to school requirements then schedule checks, tests, and servicing as required in accordance with water services hygiene guidance.

To ensure statutory and regulatory compliance in the management of asbestos on site.

To be responsible for tree management on site.

To coordinate COSSH safety procedures and arrange appropriate training for staff (Site team, Science and D&T).

To monitor the condition of fixed outdoor PE equipment and indoor gym equipment, liaise with the Subject Leader for PE to ensure continued safe level of provision.

To manage the health & safety training needs for all staff and liaise with the CPLD co-ordinator to ensure relevant training is undertaken; arranging first aid courses to maintain the required level of First Aiders on site and to support school trips.

To work in accordance with site specific risk assessments, ensuring all members of the site team are aware of and work to risk management procedures. To design and implement risk assessments as necessary.

To ensure the Trust's Contractor Safeguarding Requirements are adhered to.

7. Asset management

Work collaboratively with subject leaders and budget holders to inform decisions for equipment and resource replacement planning (as part of the budget planning process). To advise staff on school procedures relating to the management of school assets, in order to minimise the risk of loss or misuse.

To manage the regular inspection, service & maintenance, MOT testing and certification and insurance of the school minibuses. Arrange tests and liaise with Oxfordshire County Council (OCC) to ensure all staff who plan to use the minibus to support a school fixture/event have undertaken a minibus assessment and have been confirmed as a minibus permit holder by OCC.

8. Premises Access

Manage the school lettings including liaison with prospective users, ensuring correct booking procedures are followed, appropriate insurance is in place, staff cover is available, payment is made in advance.

Review the lettings procedure and Terms & Conditions as required.

9. Delivery of Goods:

To ensure that all goods and materials delivered to the school are received, delivered, transported and stored according to school requirements.

10. To undertake any reasonable tasks, as directed by the Headteacher

Training and Support

The successful applicant will have an induction programme followed by appropriate training as and when required.

General

To participate in a personal staff development/performance review process in accordance with school policy.

Be aware of and support differences and ensure equal opportunities for all.

Contribute to the implementation of the overall ethos/work/aims of the school.

Be familiar with, and to adhere to, the school's Health & Safety policy.

To understand and comply with GDPR requirements at all times.

The duties of the post may vary from time to time without changing the general character or the level of responsibility.

Child Protection *The post holder is responsible for ensuring all school child protection policies are adhered to and concerns are raised in accordance with these policies.*

Health & Safety *All employees have a responsibility to cooperate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.*

Person specification

Role: Facilities Manager

The person appointed will be the one who most nearly fits this specification.

Qualifications and experience:

Essential

NVQ4 or degree or appropriate professional qualification or extensive relevant experience
Experience of working in premises/facilities management or of working within the building industry

Suitability to work with young people

Desirable

H&S qualification (IOSHH or equivalent) (desirable – school will provide appropriate training)
Emergency First Aid in Schools with child resuscitation (minimum standard required – but training will be provided)

Knowledge and skills:

Working knowledge of relevant policies/codes of practice/ legislation
Ability to communicate effectively with young people and adults
Methodical and organised approach to tasks, with an eye for detail and an ability to work calmly under pressure, prioritising competing demands effectively
Ability to manage a multi disciplinary team effectively
Ability to reflect on and learn from experience
Ability to organise & evolve administrative procedures
Ability to manage and monitor a significant budget
Ability to use a range of IT packages, including Word, Excel, Google
Ability to direct the work of others
Ability to form and maintain appropriate relationships and personal boundaries with young people

Personal attributes and attitudes:

Commitment to the values and aims of the school
Willingness to work collaboratively
Initiative
Flexibility
Confidence
Assertiveness
Discretion
Moral courage
Emotional resilience

About Gillotts School

Gillotts is a school that takes great pride in its unique identity. It is one of four mixed 11-16 schools in south-east Oxfordshire and its 900 students come from Henley and the surrounding villages. The school occupies a 33 acre site on the edge of Henley-on-Thames, which incorporates a Victorian house as well as extensive grounds, both of which contribute to the school's special character.

Gillotts places teaching and learning at the heart of its development. There is a strong pastoral focus too, recognising that students' well-being is crucial to their learning. Academic standards at Gillotts are both high and improving. In the last GCSEs taken in 2025, 76% of students achieved grade 5 or above in English and Mathematics.

Gillotts however also prides itself on being a welcoming and inclusive community. Its motto – 'non nobis solum' – translates as 'not by ourselves alone' and the sense of teamwork, collaboration and cooperation underpins the life of the school.

Working for Gillotts

As a high-performing school, Gillotts places teaching and learning at the heart of its development. This is underpinned by an in-house CPLD programme which allows staff to develop the skills most pertinent to their needs. We are committed to our staff and work in conjunction with the Oxfordshire Teaching School Hub to offer the very best in professional learning for colleagues at every stage of their career.

We recruit staff who:

- Want to be excellent teachers
- Are keen to work together to achieve our shared aims
- Are committed to helping all our young people be the best they can be
- Are reflective practitioners – keen to grow and develop throughout their career
- Are curious about finding creative solutions to tricky problems and building leadership capacity across the whole school

What we will offer:

- **Remarkable behaviour** – we believe in clear routines, appropriate responses and outstanding relationships fuelled by mutual respect and a commitment to excellence.
- **Great curriculum resources** – clear and coherent schemes of work that mean you can spend time thinking about the how rather than the what.
- **Commitment to high quality CPLD** – we'll support and challenge you as an individual so you can develop your skills as a teacher rather than feeding everyone the same diet irrespective of their needs and goals.

- **Efficient solutions** – we focus on evidence-based approaches where teacher-time spent is commensurate with student outcomes. This means, for example, that we use methods of feedback that are designed to move learning forward; you should be spending time on things that will make a difference.
- **Staff wellbeing as a priority** – we care about our staff as teachers and as people. Teams work very closely together with a focus on developing practice but also supporting each other in the good times and the bad.

Gillotts is a 'flexible friendly' employer. We will always consider part-time applications, even where a role is advertised as full-time. Teachers are able to go off site during PPA time and all staff have access to up to five days of paid dependant-care leave, and may also attend important events such as sports days. TLRs, paid in full, are generally open to part-time teachers, providing they are in school four days a week.

Working in RLT

River Learning Trust (RLT) is a multi-academy trust responsible for 20 primary schools and 10 secondary schools across Oxfordshire and Swindon, as well as a school-centred initial teacher training provider (SCITT) and a teaching school hub.

We are united by our principles and our commitment to working together to achieve excellence in education.

There is something special about people who work in RLT – they care passionately about what they do, strive to deliver excellence, and enjoy coming to work and making a difference to the lives of children and young people.

At River Learning Trust we:

- Have a core principle of 'respectful relationships'. We act with care, integrity, and fairness. We value the health and wellbeing of all staff
- Work with each of our schools to support high quality continuous professional development and learning
- Want you to stay and grow with us. Our schools offer great opportunities for supporting different career paths. Career progression through the trust is something we aim for

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone – Kindness, respect, living without harm

Vision

Gillotts is a high performing school where every student is valued as an individual, and is supported and encouraged to achieve their potential. We pride ourselves on being inclusive of all, developing young people who make a positive contribution to society now and in their future lives.

Values

Dedication to learning

We thrive as learners, embracing challenges and thinking hard. Our rich and broad curriculum, delivered through expert teaching, enriches students' lives. We support everyone, students and staff, to be the best they can be.

Respect and kindness

We treat our students, families, staff and wider community with respect and kindness – modelling our values and wanting the very best for each other.

Integrity and trust

We put ethical leadership at the heart of our work, serving our community with fairness and honesty.

Vision for the medium term

Gillotts School is proud of its identity and proud of its successes. We believe in achievement for all and want to secure the best outcomes for all our learners, without exception. We want to continue to raise students' expectations of themselves, ready for the challenges ahead.

Teaching and learning are at the heart of this school. We know that 'learning is the residue of thought' and as such see the following as the key strategies for ensuring that learning happens:

- secure attention;
- communicate clearly through modelling and explanations;
- drive thought through practice;
- seek and give feedback in order to adapt teaching to need.

These strategies rest upon well designed curricula which provide both access and challenge.

We will continue to place a high priority on continuous professional learning and development (CPLD), not because our teachers are not good enough, but because they can be even better. The CPLD curriculum is research informed and planned in the light of internal evidence, as such it is responsive to need whilst also driving practice forward strategically. It is built on the Education Endowment Fund (EEF) mechanisms for effective CPLD. We strive to ensure that all teachers receive valuable, frequent, actionable feedback on their teaching and are supported in their development.

We will build on our outstanding curriculum, underpinned by a deep understanding of student progress and a commitment to developing the wider skills valued by higher education and employers. Our curriculum will give learners the knowledge and cultural capital they need to succeed in life, whatever their starting point. Knowledge underpins and enables the application of skills – we see knowledge and skills as intertwined.

Seamless, embedded access to IT supports interaction, collaboration and feedback. We will break down the artificial boundary of the limits of the school day to support the integration of students' learning in school, at home and on the move. We will support students to be confident and reflective users of technology, in preparation for their adult lives.

Our motto, “Not by ourselves alone”, will continue to underpin an ethos centred on the core values of kindness, respect and living without harm. We know that students will only thrive in their learning when their basic needs are met and we will continue to work towards this goal, through our extended team which offers outstanding pastoral care and by maintaining and developing our partnerships with external agencies who can provide specialist care and support. We will continue to develop the support we offer to parents to enable them in turn to support us as they work alongside their children.

We have an inspirational site – 33 acres with extensive woodland, on the site of the local manor house, parts of which (including two associated cottages) remain. The school is set on the fringes of the town with extensive views across the Thames valley. We want to use the stunning environment to help excite and inspire students and staff to move the school's performance to the next level, making it an outstanding place to study and work with results securely in the top 10% of schools nationally.

We will build on our success as a highly inclusive and integrated community by enhancing the opportunities for interaction and engagement with the school beyond the planned curriculum, encompassing students' social time within the school day and enhancing opportunities for the use of the school site by the community.

Redeveloping the school environment will enable us to achieve all this by allowing us to maximise the potential of the site and supporting a more sustainable future. It will support us to meet the

challenges we face by ensuring we have buildings that are fit for purpose and so allow us to focus on our core priority of continuously improving outcomes for all our young people.

Strategic aims

The primary function of the school is to serve its students and the local community in the best possible way. Bearing this in mind, together with the overall target of being an outstanding school, the Governing Body and the School will work together:-

Primarily (Aim 1):

- **To maximise achievement through effective and inspiring teaching**

And:-

Aim 2

- **To maintain a distinctive curriculum offer tailored to the needs of our students, ensuring that 21st century technology is used effectively to support teaching and learning**

Aim 3

- **To promote personal development by the provision of outstanding support and guidance**

Aim 4

- **To provide a sustainable built environment fit for the purpose of 21st century teaching and learning**

Aim 5

- **To promote Gillotts' position as Henley's first class community school, within the framework for collaboration provided by being part of the River Learning Trust**

This document was adopted at a meeting of the Governing Body on 2 December 2025. It is reviewed annually.

Catharine Darnton
Headteacher

Emma Hunt
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact, and to adhere to and ensure compliance with Gillotts School's Child Protection Policy Statement at all times. If in the course of carrying out duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

Gillotts is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Online searches

For all shortlisted candidates, we will carry out an online search as part of our due diligence. The reason for the check is to identify any concerns with suitability to work with children and keep them safe. The search will be carried out by the school's HR Manager and they will only pass on information to the panel that may need to be explored at interview.

A search will be carried out using a search engine using the candidate's name, location and current employer. The purpose of the search is to identify any concerns about a candidate, with a focus on recent time.

Living and working in Henley on Thames

Henley-on-Thames is a pretty riverside Oxfordshire market town, on one of the most beautiful stretches of the River Thames, in gently wooded, rolling countryside. With a population of 10,000, it is an hour west of London and close to the M4 (Junction 8/9) and M40 (Junction 4). The town has a variety of restaurants, cafés and pubs as well as high street shops and specialist retailers, excellent schools and leisure facilities.

Henley has a reasonable public transport network, with trains running directly to Paddington at peak times and a good bus service in and around the town. There is a variety of accommodation available to buy or rent in Henley and the nearby towns of Reading, High Wycombe, Maidenhead and Oxford.

Henley is dedicated to maximising its riverside location and has an international reputation for the world's greatest rowing regatta. The town also hosts the Henley Festival, and the 80's music festival Rewind.



Gillotts School is situated adjacent to Henley Leisure Centre, which offers discounted membership for Gillotts staff.