

**Empowering futures:
for a better tomorrow**



Every student deserves a safe, well-maintained environment in which to thrive. Join us as an Estates and Facilities Manager at Teignmouth Community School.

Be part of a school where we work hard to support young people in becoming the best version of themselves.

As we raise the bar for education, your expertise in estates management can ensure our facilities are safe, efficient, and inspiring. Your role will underpin every lesson, every opportunity, and every success story. Be part of a school community where your work truly makes a difference.

Scale 6, £35,412 - £39,152 pa

37 hours per week (1.0 FTE), 08:00-16:00 Monday-Thursday & Fridays 08:00-15:30 (indicative) for 52 weeks per year. Some flexibility over hours worked during term time is required to fulfil the responsibilities of the role.

Permanent contract (start date negotiable and open to discussion to accommodate notice periods and suit the successful candidate's circumstances).





Welcome

Everything we do across our family of eight schools in our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

Please take some time to learn a bit more about our school and our Trust, and what makes us, us, our values. We feel it is an exciting time to join us. We hope to meet you soon.

Our school

Here at Teignmouth Community School, we are driven by our belief that we are all capable of being a slightly better version of ourselves tomorrow than we are today. This is underpinned by the values that, we believe, will ensure that we are all always working to be the **best version** of ourselves.

By **working hard and never giving up** we remain open to limitless opportunities for progress. We firmly believe that you have not failed until you stop trying.

As a community we have a responsibility to **be kind and care for each other**. We don't need to agree with everyone, we don't even need to understand everyone but there is absolutely nothing, other than our own fear, that stops us from accepting everyone.

And only by **joining in** can we **develop and grow**. Our characters are like muscles: if we don't exercise them, if we never push ourselves beyond that which is comfortable then we will never grow.

Our unwavering commitment at Teignmouth Community School is to challenge and support every member of our community to be the **best version** of themselves.

If this sounds like the kind of community you would like to belong to, we would love to hear from you.

The role: Estates and Facilities Manager

Working as part of Ivy Education Trust's Estates Services division, to assume responsibility for maintenance across the Teignmouth Community School Hub and lead the maintenance and cleaning team. To support the organisation in the growth of the Estates Services division. To ensure proficiency in the core business operations of the Trust, enabling student learning to remain at the centre of everything we do.

Why join us?

- Supportive culture: Work alongside a dedicated team committed to maintaining a safe, high-quality environment that enables excellent education for all students
- Purpose-led work: Play a vital role in creating and sustaining the physical environment that supports improved life chances for young people across our schools
- Professional development: A great opportunity to develop your expertise in estates and facilities management within a collaborative and forward-thinking Trust environment

What you'll do

- Lead the day-to-day maintenance, cleanliness, security, and overall operation of the school site, ensuring a safe, well-maintained environment for students, staff, and visitors
- Manage and develop the Estates Services team, including maintenance and cleaning staff, ensuring high standards and effective service delivery
- Plan, prioritise, and deliver maintenance schedules, repairs, and improvement works, minimising disruption to teaching and learning
- Oversee contractors, service contracts, and procurement to ensure compliance, quality, and best value
- Take responsibility for health and safety compliance across the site, including risk assessments (fire, water hygiene, asbestos) and statutory checks
- Act as project manager for small works and improvement projects, from planning through to completion
- Support the delivery of the Trust's Asset Management Plan and contribute to future estates development and funding bids
- Ensure effective site security, including key holding, emergency call-outs, and coordination of lettings and out-of-hours activities
- Manage budgets, resources, and estates systems (including helpdesk and compliance platforms) to support efficient operations
- Work collaboratively across multiple Trust sites, taking a strategic and flexible approach to estates priorities

Where you will be based

This role forms part of Ivy Education Trust's Estates Services division, supporting the Teignmouth Community School Hub and wider Trust sites. Your primary base will be Teignmouth Community School, with a requirement to work across multiple locations as needed.

About you

If you

- have strong experience in estates, facilities, or site management within a complex or multi-site environment
- are confident leading teams and developing staff to deliver high standards
- have a thorough understanding of health and safety legislation and compliance requirements (including fire, water hygiene, and asbestos management)
- are skilled at prioritising workloads and managing planned and reactive maintenance
- have experience managing contractors, budgets, and procurement processes
- are proactive, organised, and solutions-focused, with a strong sense of accountability
- can communicate effectively with a wide range of stakeholders and provide clear leadership on estates matters
- are committed to contributing to a safe, efficient environment where student learning can thrive

please do get in touch to learn more about this opportunity.

We offer

- A role where your work really matters
- The opportunity to work in a team who are invested in growing the potential of others
- Competitive package with generous career average pension scheme with annual employer contributions linked to salary (c. 17%)*
- 26 days holiday plus public holidays**
- Ongoing professional development

**employer contribution rates set by the Local Government Pension Scheme.*

***including closure days to be taken over the Christmas period*

If you're ready to use your estates and facilities expertise to make a real difference and develop within a supportive, values-led environment, we'd love to hear from you.

Welcome from our Headteacher

First, I would like to say a huge thank you for your interest in working at Teignmouth Community School.

When I started as Headteacher in September 2022 the school was in a very different place than it is now. In fact, I would go so far as to say that it is unrecognisable. The groundwork has very definitely been laid and we are well on track to being the school that the community of Teignmouth deserve. This transformation has only been possible through the power of 'team'. I am now looking for a new member of that team to continue to drive improvement in both the quality of curriculum and delivery alongside the love of learning of languages.

As a staff, our mission is to provide all our students with the best possible educational experience that we can; an experience that supports, challenges and inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within Teignmouth Community School Teaching Sequence that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is now academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering a broad range of extra-curricular clubs, trips and visiting speakers. A holistic approach to education is one of our key drivers.

We treat everyone in the Teignmouth Community School community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our school values of Work Hard – never give up; Be Kind – care for each other and Join In – develop and grow, values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole school framework of behaviour for learning expectations; centralised behaviour systems; a fortnightly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to developing the best version of yourself and our students then I welcome your application.



Rachel Wickham
Headteacher

How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description on the following pages.

To learn more about the school please visit our website by clicking [here](#).

If you have any questions about this post or would like to arrange an informal chat about the role or a visit to the Trust, please contact us at recruitment@ivyeducationtrust.co.uk

The closing date for applications is **Friday 12th June** at 9am, with interviews being held on **Thursday 18th June**. If you have any questions about this opportunity, please contact us via my new term or at recruitment@ivyeducationtrust.co.uk

We are committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



Job description

Post title:	Estates and Facilities Manager
Location:	Teignmouth Community School 11-19
Salary Grade:	Scale 6, Point 24-28. (£35,412 - £39,152)
Contract Type:	Permanent. Full-time. All Year Round
Working Hours:	37 hours per week, 52 weeks per annum. There is a requirement to work flexibly according to business need.
Responsible to:	Operations Manager

Role Description

Working as part of Ivy Education Trust's Estates Services division, to assume responsibility for maintenance across the Teignmouth Community School Hub and lead the maintenance and cleaning team. To support the organisation in the growth of the Estates Services division. To ensure proficiency in the core business operations of the Trust, enabling student learning to remain at the centre of everything we do.

Main Duties

- To ensure that the maintenance of the Trusts' buildings and environments are effectively undertaken;
- To be responsible for security, cleanliness and portorage;
- To monitor contracts and liaise with contractors;
- To ensure the Health & Safety of the sites is maintained to a high standard and in accordance with relevant legislation;
- Manage all aspects of the schedule of works. Liaising with the Headteacher and Director of Operations to prioritise tasks;
- To prioritise work as appropriate to ensure any negative impact on teaching and learning is minimised;
- To provide a high quality, proactive maintenance service to students, staff and visitors;
- To assist with creating and maintaining an effective Estates Services team, ensuring that the changing needs of the Trust are met through training and development of the Estates Services staff;
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring that Health & Safety regulations and safeguarding requirements are strictly adhered to;



- To monitor the performance of the Estates Services team to ensure the Trust achieve a clean, tidy and well-maintained environment;
- To act as project manager for small maintenance contracts and improvement schemes, ensuring best value is received;
- To undertake maintenance work, including repairs, planned maintenance and projects;
- To communicate suggested improvements to relevant parties;
- To work with line manager to ensure Estates Services is productive;
- To work across multiple sites and to take a systematic approach to determine work priorities across those sites;
- To assist with the creation of and to work within the Trust-wide Asset Management Plan;
- To support bids for project funding within the Trust and through external agencies;
- To work with the Trust on procuring the best suppliers, contractors and contracts, to achieve best value;
- To communicate with all appropriate stakeholders regarding Estates Services matters, seeking the advice of line manager when appropriate;
- To organise cover by the Estates Services team to meet the needs of the Trust, including lettings, events, holiday periods and emergency out-of-hours call outs;
- To attend emergency call outs as a nominated key holder, as required;
- To place orders via the online finance system.

Health & Safety Compliance

- To be responsible for carrying out regular and systematic risk assessments and safety checks across the academies, including fire systems, water hygiene and asbestos management;
- To assist with the creation and management of Fire Risk Assessments;
- To assist with the creation and management of Water Hygiene Risk Assessments;
- To assist with the creation and management of Asbestos Management Plans;
- To Manage and review the risk assessments to implement the control measures identified in the assessment to protect people from harm;
- To be responsible for the safety of contractors whilst on our site;
- To manage the Asbestos risk assessment dynamically, assessing the risk as the work progresses;
- To maintain a log of all inspections undertaken and to update records, as necessary, on the Trust online Compliance Management system;
- To perform duties in line with the Health and Safety at Work Act, COSHH regulations, Trust Policies and Procedures and act where hazards are identified, reporting serious hazards to the line manager immediately;
- To ensure that all working practices for the Estates Services team comply with current



legislation;

- To manage and liaise with the line manager to formulate risks assessments, where applicable;
- To manage all types of evacuation and lockdown procedures;
- To establish and maintain an audit log of all Estates Services team tools and equipment, their state of repair, where they are kept and PAT testing.

Security

- To be responsible for the security of the site;
- To ensure there are staff in place for unlocking and locking up the buildings/site, following correct procedures to ensure that, at the end of the day, all doors, windows and gates are locked, gas appliances are turned off and all security alarms are set and working correctly;
- To be responsible for undertaking regular site wide site checks;
- To be aware of all out of hours activities and arrange for the opening, closing, heating and availability of equipment, as necessary;
- To facilitate external lettings, in agreement with line manager and the Finance Team, who administer the lettings.

Line Management Responsibilities

- To manage the Estates budget accordingly;
- To manage the fleet of minibuses, ensuring the safety and roadworthiness of all minibuses, including schedule services, MOT and regular checks on tyres, lights etc;
- To delegate work to the Estates Services team, as required;
- To manage the use of the online Helpdesk system;
- To line manage the Estates Services team including Maintenance Technicians and the cleaning team, via the Cleaning Supervisor;
- To manage the professional development, appraisal and training of the Estates Services team;
- To assist the line manager with maintaining work schedules and ensure quality control of works are completed;
- To ensure that the Estates Services team works efficiently and effectively so that the sites are maintained to a high standard;
- To provide leadership and guidance for staff on Estates Services matters;
- To undertake training as required.

Other duties

- Place the safeguarding of all children in the school as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the



school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.

- Make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our school.
- Maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

The post will be based at Teignmouth Community School but travel and the ability to work within any location within Ivy Education Trust is required.



Person specification

The Core Professional Standards for teachers define our expectations in detail.

We are particularly looking for the following qualities and experience:

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Qualifications:			
Educated to GCSE grade C level (or equivalent) in both Maths and English (A)		✓	
NVQ 3, or equivalent qualification, in a relevant discipline (A)			✓
Well-developed ICT skills, including Microsoft Office (A)		✓	
Experience:			
Previous experience as a Senior Maintenance Technician, or equivalent, in a school (A/I)			✓
Significant experience or skills in undertaking maintenance work (A/I)		✓	
Line management (A/I)		✓	
In depth knowledge of building and maintenance management (A/I)		✓	
Undertaking risk assessments and compliance management (A/I)		✓	
A sound and up-to-date knowledge of compliance legislation (A/I)		✓	
Working knowledge of processes, procedures and systems within an educational environment (A/I)			✓
Establishing and maintaining effective quality assurance processes and systems (A/I)		✓	
Customer focused environment (A/I)		✓	
Personal and Professional Skills and Attributes:			
Strong interpersonal, written and oral communications skills (A/I)		✓	
Ability to work under pressure, prioritise and meet deadlines (A/I)		✓	



Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Self-motivated with high levels of personal drive, expectations of self and professional standards (A/I)		✓	
Excellent analytical and reporting skills (A/I)		✓	
Ability to work unsupervised & manage own time effectively (A/I)		✓	
Ability to use initiative to solve problems and get results (A/I)		✓	
The ability to work effectively in close harmony with all staff and enthuse and inspire others. (A/I)		✓	
Flexible and adaptable approach (A/I)		✓	
Evidence of continuing professional development (A/I)		✓	
Ability to demonstrate and promote good practice in line with the ethos of the Trust (A/I)		✓	
Understanding of safeguarding issues and promoting the welfare of children and young people (I)		✓	
Suitability to work with children (A/I)		✓	



Our Trust



Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

Cockwood Primary School	
Kenn Church of England Primary School	
Kenton Primary School	
Starcross Primary School	
Teignmouth Primary School	
Dawlish College	
Newton Abbot College	
Teignmouth Community School	

Our vision and mission define our purpose.

Our vision: ‘Empowering futures; for a better tomorrow’

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: ‘To deliver an ambitious, high-quality, inclusive education’.

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.



Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

