

Estates & Facilities Manager

Candidate Information Pack

Closing Date: 12.00pm, Monday 20th April 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman
Head of School

Estates & Facilities Manager

Job Title: Estates & Facilities Manager

Location: Conyers School (Yarm)

Start Date: As Soon As Possible

Actual Salary: £38,220 - £40,777 (Grade K, SCP 27 to 30)

Hours of Work: 37 hours per week, whole time

Contract Type: Permanent

Closing Date: 12.00pm, Monday 20th April 2026

Interviews: w/c 4th May 2026

Join an exceptional team at Conyers – a thriving, positive school where your work makes a real difference to our young people and the wider community. At Conyers, we focus on recognising effort, rewarding success, and nurturing perseverance.

We are seeking to appoint an experienced and committed Estates & Facilities Manager who will embrace an inclusive attitude to education, is looking for a new challenge and wants to be part of driving continued improvements in our school.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

As outlined in the job description and person specification, the purpose of this role is to work with the school leaders and trust estates team to deliver compliance, training, contractor management, quality assurance and Health and Safety Management. To oversee the management of day-to-day operations of the school estate including line management responsibilities for the Facilities team which includes Catering, Cleaning and Site Teams and ensure the school is operational during school term and school holidays. To deliver the Sites' assets and maintenance in line with Trust strategy and Site needs. Acting as Health and Safety Officer and Responsible Person (Fire Officer) for the site Maintain and develop appropriate health and safety strategies to ensure school complies with current legislation and HSE guidance and ensure the Trust H&S policy is implemented at all times and communicated with all school staff.

Why Work With Us? We value our staff and offer:

- A digitally innovative iPads for Learning school with excellent facilities.
- A collaborative and supportive team ethos across the school.
- A strong focus on staff wellbeing, with events and activities throughout the year.
- Free annual flu vaccination voucher.

About Us

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For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to snicholson@conyers.org.uk, addressed to Mr C Coleman, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Conyers School and Sixth Form College is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

Post Title:	Estate & Facilities Manager
Grade:	Grade K (SCP 27-30)
Hours:	37 hours per week – Whole Time
Responsible to:	Head of School
Job Purpose:	<p>To work with the school leaders and trust estates team to deliver compliance, training, contractor management, quality assurance and Health and Safety Management.</p> <p>To oversee the management of day to day operations of the school estate including line management responsibilities for the Facilities team which includes Catering, Cleaning and Site Teams and ensure the school is operational during school term and school holidays.</p> <p>To deliver the Sites' assets and maintenance in line with Trust strategy and site needs.</p> <p>Acting as Health and Safety Officer and Responsible Person (Fire Officer) for the site.</p> <p>Maintain and develop appropriate health and safety strategies to ensure school complies with current legislation and HSE guidance and ensure the Trust H&S policy is implemented at all times and communicated with all school staff.</p>

MAIN DUTIES / RESPONSIBILITIES

Main Duties:

- Act as the main Health and Safety Officer for the site, ensuring a safe working and learning environment in accordance with relevant legislation.
- To ensure quality of teaching and learning is supported by the quality of the school site.
- Responsible for the performance management of staff and ensuring that staff receive appropriate and adequate training.
- In conjunction with the site team, responsible for ensuring the security of the site and buildings both in term time and school holidays.
- Continuously develop & manage a programme of scheduled routine and emergency works.
- Management of a significant premises budget and catering budget and ensuring that resources are used effectively and inline with academies handbook and the Trust finance procedures.

Health and Safety:

- Acting as Health and Safety Officer and Responsible Person (Fire Officer) for the site
- Maintain and develop appropriate health and safety strategies to ensure school complies with current legislation and HSE guidance and ensure the Trust H&S policy is implemented at all times and communicated with all school staff.
- Systems are in place to enable the identification of hazards and risk assessments, in particular for asbestos management.
- Regular consultation and reporting occurs on health and safety issues through an effective health and safety committee with key departments and personnel within the whole school setting
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and a culture of positive risk management is developed and embedded across all areas. – This may include undertaking individual staff risk assessments and PEEPS for staff and students within Conyers School.
- Undertake health and safety checks across all areas of the school and ensure Action Points raised by external audits are addressed in a timely manner.
- Ensure accident/near miss incidents are effectively investigated and reported.
- Ensure safe storage of materials and liquids in line with COSHH requirements.
- Ensure contractors and others carry out work on school premises in accordance with any appropriate health and safety standards.

Operational Planning:

Ensuring the maintenance of the site, including:

- Organise, maintain and direct teams for repairs, refurbishment and maintenance that can be done in-house and ensure the school estate is in good working order and a good state of repair.
- Procuring and managing contracts to ensure that safety tests are carried out at the requisite intervals including asbestos, electrical, fire safety, gas safety, lift & hoist safety, water safety and specialist teaching equipment.
- Procuring and managing maintenance contracts and ensuring that regular servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried-out.
- Acting as budget holder for those areas of delegated responsibility, (such as repairs and maintenance and health & safety) ensuring that all expenditure is within budget limits ensuring that and that procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.
- Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.
- Overseeing new building and refurbishment programmes in conjunction with the Trust Estates Director and acting as a point of liaison between contractors and the school.
- Develop and implement a planned maintenance programme along with any premises improvement projects, to include obtaining planning and building approval, design, specifications, quotations and managing contracts on site. Liaise with Stockton Council and other agencies as required.
- Controlling litter, disposal of rubbish and redundant equipment.
- Overseeing the annual grounds maintenance contract (Trees, grass cutting, hedges)
- Preparing the site for, and on occasion attending, major events to ensure their smooth running (for example open evenings, events etc).
- Be the initial point of contact between Spark Sport and the Facilities team to ensure that the school is prepared and site security is maintained for out of hours and community lettings.

Fire and Security

- As the designated Fire Officer, ensure that all fire safety systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated.
- Develop and maintain the school fire safety strategies and liaise with external H&S consultants on the schools fire risk assessment.
 - Develop, control and co-ordinate emergency evacuation procedures including:
 - Fire drills (with Executive Team)
 - Training and deployment of fire wardens
 - Review and update of Business Continuity and Emergency Plans (with Executive Team)
 - Personal emergency evacuation plan (PEEP) strategies for people with disabilities (with PEEP Assessor/SEN Team)
- Ensure school and non-school personnel are fully aware of all fire safety and evacuation.
- Ensure premises/buildings are locked/unlocked at appropriate times.
- Be a key holder attending out of normal working hours when required.
- Ensure safe access to premises appropriate to conditions.
- Maintain traffic and parking policy to ensure site traffic is managed and appropriate

Catering:

- Supporting the Catering manager in ensuring that all health and safety procedures are robust and all catering staff follow the H&S guidelines at all times.
- Ensure, alongside the Catering Manager, that the school kitchen provides the necessary provisions during school term time, operates efficiently and within budget.
- Support the catering manager in ensuring all staff undertake relevant training

Cleaning:

- Supporting the Cleaning supervisor in ensuring that all health and safety procedures are robust and all cleaning staff follow the H&S guidelines at all times.

- Ensure, alongside the cleaning supervisor, that the school is always kept in a good state of cleanliness and operates efficiently and within budget.
- Support the cleaning supervisor in ensuring all staff undertake relevant training.

Team Management:

- To line manage and be responsible for the whole Facilities Team at Conyers School which comprises of the Catering, Cleaning, Site Teams.
- Undertake appraisals, absence management and liaise with the school and HR departments on staffing matters
- Monitor and oversee annual leave allowances for the facilities teams and ensure the school remains operational throughout the year.

Sustainability

- Input into the Sustainability strategy of the Trust and help promote measures to reduce the carbon footprint of the Trust.
- Oversee the recycling and correct disposal of waste materials to comply with regulations

Support the Running of the Trust Estate

- As a positive team member, work collaboratively with the Trust Estates Team delivering against Trust Estates objectives.
- To work with the Trust Director of Estates to support the Estates Teams throughout the Trust.
- Assist the Director with identifying possible sources of funding for the school estate and associated completion of forms for relevant applications.
- Take on responsibility for specific elements of Trust work as agreed with the Director of Estates.

General Accountabilities:

- Attend staff meetings as required, receive supervision, training and professional development, staff reviews, negotiate and work towards targets and deadlines agreed with the Job Title.
- Being involved in recruitment processes, staff development and performance appraisals.
- To participate in annual performance review and undertake INSET relevant to the post as required.

Safeguarding – Promoting the welfare of children and young people:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

Post Title: Estates & Facilities Manager

Grade: K (SCP 27-30)

	Essential	Desirable
Qualifications and/or training	<ul style="list-style-type: none"> GCSE English and Maths A-C or equivalent Demonstrable commitment to ongoing continuous professional development 	<ul style="list-style-type: none"> IOSH/NEBOSH or equivalent Health & Safety qualifications First Aid qualification IOSH Membership
Experience	<ul style="list-style-type: none"> Broad range of experience within estates, premises and health and safety, including budget and line management responsibilities Working knowledge of Health and Safety Legislation relating to the post including Asbestos, Legionella, Fire Safety and experience developing a Health & Safety Culture within the workplace Experience of managing building projects and service contracts Procurement experience from quotes for minor works and up to and including larger value framework and direct awards 	<ul style="list-style-type: none"> Experience of working in an academy trust, local authority or independent school in a site management role Experience of following purchasing and other financial procedures Understanding of building maintenance & security requirements Knowledge of Schools and issues relating to Education
Skills and competencies	<ul style="list-style-type: none"> Ability to work under pressure, remain calm in difficult situations, plan own workload and be aware of other colleagues' priorities Builds effective working relationships at all levels within an organisation and with external partners and the ability to communicate well, both orally and in writing to a wide range of audiences Ability to lead and work successfully as part of a team, taking responsibility and prioritising workloads and meeting challenging deadlines Highly motivated and able to analyse and problem solve Excellent organisational skills 	<ul style="list-style-type: none"> Proven contract management Knowledge and experience of finance/contract procurement Able to analyse and interpret complex data and present such information to a variety of audiences Basic knowledge in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating

	<ul style="list-style-type: none"> • Good IT skills including the use of Google & Microsoft software including the ability to write clear, concise and accurate reports 	
Personal Attributes	<ul style="list-style-type: none"> • Keen to develop professionally and learn new skills and inspire others to do the same • Ability to use discretion and have an understanding of the importance of Confidentiality. 	
Special Requirements	<ul style="list-style-type: none"> • Ability for some heavy lifting, physical fitness appropriate to the tasks required • Suitable to work in a school with children/young people • Driving licence and use of own vehicle • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> • Additional driving Licence qualifications

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to snicholson@conyers.org.uk, addressed to Mr C Coleman, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm Monday 20th April 2026

Interviews to be held: w/c 4th May 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.