



**Candidate Brief**

# **Facilities Manager**



**Milbourne Lodge School**  
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# ABOUT US



Milbourne Lodge is a very energetic school which provides endless opportunities and variety. We have a reputation for academic excellence and strong traditional values. Every child is encouraged to build on their own particular talents and to discover new ones. We set the academic bar high, enjoy sport every day and value cross-curricular activities. We instil a sense of responsibility and good manners and nurture and develop children who are resilient, confident and prepared for the future.



An independent, co-educational, Prep school for children aged 4 to 13. We are located in Esher, Surrey, with eight acres of beautiful grounds and a mixture of traditional and modern facilities, which make for a wonderful working environment.





# THE ROLE

We have an exciting opportunity for an experienced Facilities Manager to join our support staff team. Reporting to the School Operations Manager, the Facilities Manager will play an integral role in the safe and efficient running of the school, ensuring that the facilities and grounds deliver a brilliant student, colleague and parent experience.

The Facilities Manager is responsible for ensuring the school is well maintained, and the infrastructure, facilities and equipment are safe, secure and fit for purpose. They will ensure full compliance with our legal obligations and the smooth operations of our estate.

The Facilities Manager will take pride in how the school is presented, have a can-do attitude to fixing things when needed.

This is a full-time, year round role, and there is a requirement to work varied hours to accommodate school events and lettings, as and when required.



# WE ARE THRILLED THAT YOU ARE INTERESTED IN JOINING MILBOURNE LODGE

## To apply:

- Visit [www.milbournelodge.co.uk](http://www.milbournelodge.co.uk) to see more about our school
- Download and complete the school application form from the school website here:  
<https://www.milbournelodge.co.uk/about-us/job-vacancies/>
- E-mail your completed application form plus a covering letter addressed to Mrs Rebecca Macefield, Operations Manager  
[rebecca.macefield@milbournelodge.co.uk](mailto:rebecca.macefield@milbournelodge.co.uk)
- You may also send an accompanying CV if you wish, however this must be in addition to our application form

## Overview of employee benefits:

At Milbourne Lodge we offer a competitive salary and the following benefits;

- Contributory pension scheme
- Professional development
- School fees discount
- 25 days holiday plus bank holidays
- Cognita Care First – Employee Assistance Programme
- Lunch during term time
- Free onsite parking
- My Staff Shop – discounts for staff across a range of companies



# NEXT STEPS

The closing date for applications is 9am on Friday 3rd November 2023.

Interviews may take place before this date should an excellent candidate be identified early in the application process. Interviews will be arranged on application. Interested candidates are advised to apply as soon as possible.

Please do contact Mrs Rebecca Macefield if you have any questions, or you would like an informal discussion about the role.

We look forward to receiving your application.



Mrs Rebecca Macefield  
**Operations Manager**

Milbourne Lodge, Arbrook Lane, Esher, Surrey KT10 9EG  
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[www.milbournelodge.co.uk](http://www.milbournelodge.co.uk)

Cognita Schools (Milbourne Lodge School) are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) for all countries, outside the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK.

