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Dear Applicant

Thank you for requesting details about a support role at Bradford Academy.

I have lived and worked in Bradford throughout my teaching career. It holds a vibrant, diverse community and possesses unique character. Its diversity reflects Britain. The Academy plays an important part in preparing young people for life in our complex society. Students are prepared to be active participants in their own communities through developing relationships and understanding the importance of exercising their voice. We hold this dear and believe it to be a major reason behind our success. We are developing leaders for the future; both staff and students.

You have shown interest in us at an exciting time. We have recently celebrated our tenth anniversary and continue to be judged by Ofsted as a ‘good school’. Having expanded our age range with students from the ages of 2 to 19, you will appreciate that this is no mean feat and we don’t sit still. We invest in supporting our students and our teaching staff and we know that the various support roles are integral to our success.

I have worked at the Academy since its inception and am incredibly proud of our achievements. Success is down to working hard. We listen to each other. We do not shy away from challenge.

Why do you want to work for this Academy? I would ask you reflect on the following:

* Your tenacity in being the best.
* Your sense of moral purpose.

You need to be committed to improving the life chances of our students for whom educational success is the only secure route to raising the quality of their future lives. Can you demonstrate how you would contribute to our team to get results? You get things done.

We need colleagues who share our values and aspirations.

Does this resonate with you? Are you inspired? Then start your journey and submit your application.

Yours sincerely,

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Tehmina Hashmi

**Executive Principal**

If you would like more information please contact our HR Department on

01274 256789 or by email to [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)

JOB DESCRIPTION

POST TITLE SITE and FACILITIES MANAGER

HOURS OF WORK 37 Hours per week full-time

REPORTING & ACCOUNTABLE TO Site Director

SUPERVISORY RESPONSIBILITY Site / Facilities

**GENERAL PURPOSE OF POST**

The Site and Facilities Manager plays an important role in the overall effectiveness of the Academy, dealing with constantly changing circumstances. You will need to be highly responsive to situations requiring supervisory and managerial decisions and the demands of the position will require flexibility.

You will lead by example ensuring all aspects of Facilities pursue the Academy’s Vision and Values. The Site and Facilities Manager will develop best practice through liaison with public and professional bodies, other schools and agencies taking the required initiative to meet any new situation.

Promoting the highest standards of administration, you will ensure the most effective use of resources in support of the school’s learning objectives.

**MAIN TASKS**

The Site and Facilities Manager will demonstrate ability to apply professional knowledge, understanding, skills and attributes, to bring about planned outcomes, in the following areas:

**FACILITY & PROPERTY MANAGEMENT**

Develop and maintain the physical assets of the school to maximise effectiveness as an environment conducive to learning, including:

Ensure the safe maintenance and operation of Academy premises

1. Maintenance of the building fabric
2. Use of Building Management Systems (BMS) to identify issues and control operations
3. Use of customer management workflow system
4. Ensure the continuing availability of supplies, services and equipment
5. Manage the inventory of furniture and resources
6. Follow sound practices in real estate management and grounds maintenance
7. Maximise income through lettings and other additional activities
8. Ensure adequate insurance cover and monitor effective administration of claims.
9. Monitor safe and efficient operation of school transport
10. Supervise project planning processes
11. Ensure compliance with all aspects of Health and Safety

**INFORMATION MANAGEMENT**

Ensure that information is effectively managed and systems developed in order that high quality information is available to enable analysis and reporting to official Bodies, Governors and Leadership Team.

Including:

1. develop and review management information systems
2. participate in strategic planning
3. ensure adequate and reliable communications
4. develop and update a business recovery and continuity plan

**SUPPORT SERVICES MANAGEMENT**

Manage all services within the school that support learning in a safe, secure and well supported environment including:

1. As the Academy Health & Safety Adviser, produce and monitor the Health & Safety Policy, Chair the Health & Safety Committee Meetings and report regularly to the Executive Principal and Governors
2. Manage risk and fire control, safe systems of work and medical aid
3. Ensure Emergency Procedures document is regularly updated
4. Ensure the maximum level of security relative to the ethos of the Academy
5. Act as a Key holder to the premises for Emergency purposes.

**ADMINISTRATIVE MANAGEMENT**

Promote the effective administration of the school including:

* 1. Manage administrative, clerical and other support functions for the facilities function.
  2. Prepare and produce statistics, records and returns
  3. Manage information and communications systems
  4. Manage marketing and publications.
  5. Make recommendations on improvements to systems and policies.
  6. Co-ordinate the management of all Academy public events

**RELATIONSHIPS**

Internal Students, Contractors, Staff, Governors, Parents and any other visitors to the Academy.

External Governors, LEA Officers, Contractors, Suppliers and Parents, Social Services, Police, Government Departments and Professional Associations and others.

**QUALIFICATIONS/SKILLS**

A Graduate/Post Graduate qualification with a related subject together with appropriate practical skills, are essential.

Strong inter-personal, management and development skills, building strong teams, and encouraging a sound work ethos is essential.

**ATTRIBUTES**

* is expected to be confident and self-motivated; will thrive on working under pressure and enjoy working on own initiative.
* will lead on new projects and at the same time will be comfortable with the routine aspects of the role.



**Information for Applicants**

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.

All appointments will be subject to satisfactory DBS/ISA registration and reference checks.