



APPLICATION **PACK**

FACILITIES MANAGER

CANON SLADE SCHOOL



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME

Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)



At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carer and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a

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rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby

Chief Executive Officer



WELCOME TO CANON SLADE

A WORD FROM HEADTEACHER JAMES GILHOOLY

Thank you for your interest in our current vacancy.

Canon Slade School has a long and distinguished history, originally founded in 1855 by the then Vicar of Bolton, Canon James Slade. Over that time, the school has served families throughout Bolton and much farther afield in providing an excellent education set firmly within a strong Christian ethos. We are blessed with a beautiful 57-acre site in the foothills of the West Pennine Moors. There is so much to admire in what has been created here over the years, in a traditional but forward-looking school, with a large number of students and staff, but where each individual is known, nurtured and cared for.



Our mission as a Church of England Academy is to provide an excellent education within a Christian environment to fulfil individual potential and to prepare pupils for life and service in a rapidly changing world. Our motto "Ora et labora" (Pray and Work) is our guiding principle. It is this commitment to work and the Christian life that drives the success of the school. Our ethos and values of compassion and love for one another allows each individual to grow in a safe, caring community, which has high expectations for all.

We believe that every one of our students should have unlimited ambition to go on and become outstanding members of society. Strong relationships with parents and carers, ensures a shared understanding and belief in the school's values and aims, working in partnership to maximise and promote the value of education. Our school is a friendly, vibrant and exciting place in which every member of our school community is recognised and valued for the individual they are and where each is given every opportunity to fulfil their potential.

The school has a well-deserved reputation not only for its academic work but also for drama, music, sport and many other activities. Our students progress onto world-class institutions, apprenticeships and employment each year.

You will find further information about our school and the Bishop Fraser Trust on the school website and we hope that you find the information of interest to you. If there is anything else, you would like to know please contact me.

Whatever the outcome, we would like to thank you for the interest you have shown.

James Gilhooly (Headteacher)

WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on **growth and supporting your professional development**. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.

Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.

Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer **automatic pay progression** for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.

No Unnecessary Hassle – No need to request raises; they're built into your journey.

Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our **Leadership Professional Development Programmes** are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.

Real Growth Opportunities – Clear pathways to leadership roles within the company.

Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you **reach your full potential!**

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of **weaving equality, diversity and inclusion** throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.

We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

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Join us in shaping a brighter future for education, where **everyone is valued and empowered** to succeed!

WELLBEING AND SUPPORT

We understand the **importance of taking care of our employees' wellbeing**. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.

Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a **flexible workplace** and are determined to be creative and to develop our approach further!



ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM

COMMUNITY

HOPE

DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.



Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both Bury and Bolton are rich in industrial history and have several museums, galleries and historical landmarks that showcase this proud heritage. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes. There is also a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.



Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with universities in the area, such as Manchester University, MMU and Salford.

Job Title:	Facilities Manger	Department/ Group:	Site / Support Staff
Level/Salary Range:	Grade G SCP 23-27	Reporting to:	Business Operations Manager
Contract term:	Permanent All Year Round	Hours per week:	37 hrs Combination of the following shifts: 6am until 2pm (M - F) or 11am until 7pm (M - F) 30 minutes unpaid lunch 30-minute early finish one day per week Flexibility required upon the needs of the business.
Safer Recruitment Statement:			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement:			
<i>“To allow all children to experience ‘life in all its fullness’ no matter what their starting point” by:</i>			
<ul style="list-style-type: none"> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child. 			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none"> • Uphold and promote the Trust’s vision. • Uphold and promote the Christian ethos of all schools within the Trust. • Support and contribute to the achievement of all students academically and pastorally. • Support and contribute to the Trust’s responsibility for safeguarding all students. • Undertake professional training to enhance personal development and job performance. • Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect. • Share best practice, expertise and skills with others. 			
Main Objectives of Role:			
To manage and be accountable for the delivery of a proactive, effective and efficient high quality facilities management service to all stakeholders including whole site maintenance and cleanliness; routine maintenance and refurbishment; health and safety; site security.			

Job Description:

Line Management:

- Lead the site and cleaning team by example, demonstrating a positive, can-do attitude which motivates the team to work in a collaborative manner for the benefit of the school.
- Manage performance of team members and carry out annual appraisal in accordance with Trust policy.
- Ensure that staff absence is recorded and that return-to-work interviews and other associated documentation is completed in line with policy.
- Ensure that induction and probationary periods for new team members are completed in accordance with Trust policy.
- Organise and manage the workload, working patterns and leave requests of the site and cleaning team to ensure the efficient running of the school on a daily basis.

Facilities Management:

- Plan a schedule of routine maintenance (PPM) for the site ensuring all major works are undertaken during school closure periods where possible and that the optimal operation of the site and legislative compliance is maintained with minimal disruption to the delivery of education.
- Organise and supervise repairs, liaising with contractors and other agencies as required.
- Maintain the school swimming pool and be the lead Pool Plant Operator trained member of staff in school.
- Review premises activities undertaken by external contractors with a view to undertaking work in house where skills and staff resources are available.
- Ensure that the school receives best value in relation to price and quality in all procurement associated with the management of the premises.
- In collaboration with SLT and the Business Operations Manager oversee, and quality assure the work of contractors on site completing building projects and/or completing routine maintenance/repairs.
- Use any Trust implemented contract monitoring, facilities management, helpdesk system as directed (input relevant data, respond to contract renewal notifications, store statutory premises documentation etc).
- Attend and contribute to meetings relating to school building/redevelopment projects such that the end result is fit for purpose, aligns (matches or at least compatible) with existing systems, fits in with programmed work/contracts in existence and operational processes to maintain or improve on site operations.
- Assist SLT and the Business Operations Manager with the preparation of documentation for tenders or specifications of building projects.
- Manage SLA's/PPM servicing schedules for facilities ensuring efficiency, legislative compliance, and best value.
- Meet regularly with the Business Operations Manager.
- Monitor external services provided e.g., grounds maintenance and address any service issues.
- Ensure that the school satisfies fire safety regulations and recommendations and to complete risk assessments of fire hazards where necessary.

- Ensure that the required tests for fire safety, legionella etc. are completed and compliant with legislation and guidance.
- Take a lead role upon fire alarm activations, liaising with the Business Operations Manager and fire service to investigate reasons.
- Ensure weekly checks of fire equipment and fire alarms.
- Ensure that all building maintenance issues are attended to promptly.
- Work with the wider staff to maintain a safe, clean environment for the benefit of all users of the school site.
- Manage the cleaning provision to ensure that the required standards of hygiene and cleanliness are achieved.
- Continuously reviewing key processes, procedures and systems.
- Flexibility with working hours, including assisting with after-school events and on occasion other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must be noted that the school strongly recognises the fundamental important of a private/family life and of adequate rest and recreation.
- Weekly minibus maintenance checks e.g., tyres, oil and fuel levels etc. Minibus refuelling as required (subject to driving licence checks).

Health and Safety/Security/Lettings:

- Carry out regular inspections of the site and report any concerns to the Business Operations Manager/Headteacher.
- Log, investigate and take suitable action on any complaints about security, cleaning, heating, repairs or maintenance reported.
- Provide safe access to the school site in the event of any snow, ice or other incident.
- Ensure that the site is safe; emergency exits are clear.
- Ensure that the site is clean and tidy e.g., cleaning schedules, litter picking etc. and that toilets etc. are checked daily to ensure stocked supplies.
- Ensure that all actions from internal and external health and safety audits are implemented.
- As a keyholder, respond to emergency callouts where required.
- Arrange PAT testing in line with required schedule.
- Be responsible for security on site.
- Be responsible for the opening and closing of the school.
- Be aware of out-of-hours activities and lettings at the school. Where appropriate, liaise with the outsourced school hire team.
- Investigate accident/incident reports which may be relevant to the facilities and take appropriate action where necessary to rectify issues or further discuss with line manager.

Resources/Organisation:

- Provide reports and information as required.
- Manage the repairs and maintenance budget.
- Prepare and maintain a schedule of maintenance tasks and inspections.
- Maintain records of all inspections and checks carried out.
- Place orders for materials and stock as required and ensure levels are maintained where required.
- Maintain records of all repairs/improvements carried out.

- Ensure tools and equipment are in good repair; inspected where appropriate and passed 'fit for use'.
- Liaise with other school staff in relation to events organisation, ensuring preparations are made.
- Manage the provision of a portering service as required.
- Ensure that the normal day to day running of the school is not compromised by use of third parties and ensure that any rearrangement of furniture or additional cleaning required as a result of out of hours use of facilities is addressed in time for normal school operations to resume.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: November 2025

Person Specification

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Self-motivated and personally resilient.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Qualifications	
5 A*-C GCSEs including English & Maths	E
NEBOSH/other Health and Safety Qualifications	D
An awareness and ability to work within the rules of relevant policies, legislation and good practise relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Leadership and Management	
Ability to develop others and motivate staff to drive outcomes for all learners.	D
Evidence of helping to produce development plans.	D
Evidence of improving and sustaining achievement and progress for all.	D
Experience	
Line management of team	E
Experience of dealing with contractors	E

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Categories	Essential / Desirable
Experience of building security (full training will be given on school systems and procedures)	E
Building management/trade experience/skills	E
Skills and Knowledge	
Detailed working knowledge of operational site issues in a school environment (or similar organisation)	E
Managing multiple situations in a building environment	E
Wide general maintenance experience and skills	E
Knowledge of moving and handling procedures (or willingness to undertake)	E
Current Health and Safety training (or willingness to undertake)	E
Willingness to participate in further relevant training and development opportunities	E
Able to plan, prioritise and organise own workload and that of others. To advise staff and encourage effective team working.	E
Good working knowledge and experience of implementing directives relating to Health and Safety at Work Act and fire regulations/precautions	E
Able to undertake repairs and general maintenance effectively and safely and ensure repairs are high quality and fit for purpose	E
Good ICT, literacy and numeracy skills	E
To possess excellent interpersonal and communication skills and understand what good customer service looks like	E
Ability to be flexible in approach to work	E
Good working knowledge of health and safety, manual handling and hygiene procedures in area of work	E
Able to work effectively in a team and work flexibly to meet the needs of the academy	E
Able to follow instructions, both verbal and written	E
Friendly, professional and able to communicate effectively both verbal and in writing	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E