



Pathfinder

Multi Academy Trust

A Partnership of Church and Community Schools

# MAT Estates and Facilities Manager

## Pathfinder Multi Academy Trust - York

Closing date: 16 January 2018

Interview date: w/c 22 January 2018

This is an exciting opportunity to join a thriving Multi Academy Trust that now consists of 8 schools across York, with a ninth joining in January 2018. We have one large secondary school with its own pool, and will have eight primary schools ranging from a small Victorian building housing 150 pupils to a recently built school for circa 650 children. One of our schools is about to embark on a major re-development programme.

The main purpose of the role is to ensure all of our sites, and the catering and cleaning facilities within them, are managed to the highest possible standards.

Each school has its own site management team that report to the school's Headteacher. This role exists to provide specialist support to all of these schools and their teams, as well as being a strategic player as part of the MAT's Central Operations Group.

You will need to be a strong team player. We want someone that is happy to get involved with practical site issues; i.e. willing to "muck-in" with practical jobs if necessary, but also comfortable and able to work at a more strategic level as part of a multi-disciplinary Operations Group.

### Job Title

MAT Estates and Facilities Manager

### Reports to

Operations Manager

### Grade

Grade 10 (currently £33,605 to £39,129)

Full time (37 hours per week), full year

### Additional Information

This is a central role within Pathfinder MAT (i.e. it is not linked to one specific school but is likely to have a desk based at Archbishop Holgate's School). The post-holder is required to work with all of the schools in the MAT, which will require attendance at all of our sites on a very regular basis. The post-holder must be willing to use own vehicle for work purposes and be insured accordingly.





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## Partner schools in Pathfinder



**Archbishop Holgate's School**

A Church of England Academy Founded 1546

**Archbishop Holgate's School**

Hull Road, York, YO10 5ZA

Archbishop Holgate's is a flourishing 11 to 18 Church school with outstanding exam results, high quality teaching and learning and an inspiring curriculum all of which are underpinned by the school's Christian values of Justice, Compassion, Forgiveness and Trust.



**Heworth**

Church of England Primary School

**Heworth Church of England Primary School**

53 Heworth Road, Heworth, York, YO31 0AA

Heworth is a thriving Church school whose core aim is to 'help each child to flourish'. Through Christian values of Forgiveness, Trust, Compassion and Endurance, we aim to provide a rich learning experience for all pupils to succeed.



**Badger Hill**

PRIMARY SCHOOL

**Badger Hill Primary School**

Crossways, Badger Hill, York, YO10 5JF

Badger Hill is a close knit community with a focus on teaching pupils to have sound core values with an emphasis on respect for others, mutual understanding and the celebration of diversity. Children have a firm foundation to be the best they can in the future.



**NEW EARSWICK  
PRIMARY SCHOOL**

**New Earswick Primary School**

Hawthorn Terrace, New Earswick, York, YO32 4BY

New Earswick's aim of nurturing a love of learning balanced with the basic skills to succeed in life are supported by the school's vision and values; we want all our pupils to have the best, to do their best and to be the best that they can be.



**Clifton with Rawcliffe Primary School**

Eastholme Drive, Rawcliffe, York, YO30 5TA

Staff and children learn together in a calm and creative environment that focuses on the development of basic skills. Children learn to work with confidence and independence in open plan learning areas that offer creative and flexible approaches to teaching.



**St Lawrence's**

CHURCH OF ENGLAND PRIMARY SCHOOL

**St Lawrence's Church of England Primary School**

Heslington Road, York, YO10 5BW

St Lawrence's has a desire for all children to feel they can achieve anything with the support and guidance of their teachers and through the Christian values of Caring, Considerate and Courageous. The school works to ensure that all children reach their full potential.



**Hempland**

Primary Academy

**Hempland Primary Academy**

Whitby Avenue, Stockton Lane, York, YO31 1ET

Hempland's creative approach to make learning engaging, purposeful and irresistible aims to bring out the best in all children. Underpinned by an ethos of Care, Growth and Success, Hempland is an outstanding place for children to learn, grow and flourish.



**Tang Hall  
Primary School**

**Tang Hall Primary School**

Sixth Avenue, Heworth, York, YO31 0UT

A combination of traditional values and innovative and creative educational practice, Tang Hall is a vibrant and inclusive school with a determination to provide the best education possible for the children of Tang Hall and neighbouring areas.



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# Pathfinder Multi Academy Trust

We are an inclusive partnership of church and community schools underpinned by a shared vision, common values and a commitment to providing an outstanding and holistic education to all the young people we serve.

## ***Collaborate***

As a family of schools, we work collaboratively to celebrate and nurture both the similarities and distinctiveness of each school's individual ethos and values.

## ***Celebrate***

We celebrate the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching we support each child to flourish and succeed.

## ***Develop***

We develop outstanding leadership at all levels that delivers maximum achievement whilst supporting and developing the vision and values that underpin all we do.

## ***Thrive***

We generate positive and challenging learning environments which allow staff to grow and thrive through excellent professional development.

## ***Nurture***

We nurture an ethos in which children learn by example and grow spiritually, morally and socially to understand the uniqueness and diversity of communities, faiths and cultures - locally, nationally and internationally.

## ***Community***

Partnering with the Church of England, other schools, educational institutions and the Pathfinder Teaching School to ensure we provide an outstanding education from pre-school to post 16.

“Your present circumstances don't determine where you can go; they merely determine where you start.”







# Job Description

## Main Purpose of Job

As a key member of the MAT's Operations Group, working in partnership with the Headteachers and School Business Manager for all schools across the MAT, to manage all aspects of the MAT's properties.

To include oversight of the upkeep, maintenance and security of all of the MAT's buildings.

Ensuring all schools in the MAT are meeting their statutory and regulatory responsibilities (including all health and safety requirements) in relation to their buildings and facilities.

Development and oversight of the cleaning and catering provision at each school in the MAT.

Management of refurbishment, expansion and other building projects.

## Core Responsibilities, Tasks and Duties

### I. Estates and Facilities Management

- Responsibility for the Estates and Facilities Management section of the MAT Development Plan ensuring targets are met in accordance with wider MAT priorities.
- Acting as project manager for authorised schemes as allocated; paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety and ensuring that value for money can be evidenced in all awarded contracts.
- Effective liaison on School sites with contractors involved in major projects and ensuring that procedures are effective at School level in terms of School staff/contractor liaison.
- Completion of annual maintenance inspections and condition surveys for each School. Using the annual maintenance inspections and condition surveys, working with the facilities staff within each School to develop and implement a planned maintenance programme for each School's estate and assets.
- Assisting with the development of bids for capital funding opportunities and developing and implementing building projects.
- Ensuring that School buildings are properly cleaned and the grounds are suitably maintained, using internal staff and external contractors as appropriate.
- Providing advice to schools (Headteachers and/or School Business Managers) regarding the work of each school's Site Management staff. Liaising with Heads and SBMs regarding the optimum deployment of site staff as required across the MAT.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with School financial/procurement regulations and the delivery of high quality and cost efficient services, in line with contract specifications.
- Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the Schools
- Line Manage the MAT Catering Manager and MAT Cleaning Manager to ensure high quality, cost effective services are provided across the MAT
- Ensuring that accurate and detailed floor and site plans are kept and updated regularly and to maintain the property portfolio.
- Ensure all schools have appropriate systems in place for managing external lettings on MAT sites.



## II. Estates and Facilities Management

- Ensuring that in all activities undertaken, the MAT properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly to ensure that contractors operate safely in accordance with these same statutes etc.
- Ensuring that all health and safety management systems, processes and practices are consistent across all of the Schools, thereby realizing maximum efficiencies.
- Responsibility for being the MAT's Health and Safety Manager. To ensure that appropriate provision is made for the appointment of Construction Design Management roles as required. For designated projects.
- To ensure that each school has made appropriate provision for all Asbestos Control and Legionella Control requirements to be met.
- Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified.
- Co-ordinating and ensuring implementation of the MAT's responsibilities in relation to maintaining health and safety statutory documentation.
- Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process.
- Assess the security arrangements in all schools ensuring they are developed and implemented to achieve comprehensive, safe, secure and appropriate access at all times.
- Ensure appropriate site inspections are in place to identify and report potential health and safety issues are carried out by School based site staff and that they respond to any security concerns.
- Establish, review and advise on Health and Safety/fire policies and procedures at all sites.
- Ensure schools have adequate first aid provision provided.

## III. Reporting and Accountability

- Preparing reports and presentations as required for the MAT Board and relevant Committees in all areas relating to the role.
- Making recommendations to MAT Board's Finance & Resources Committee on the allocation of Capital Allocations (including SCA funding)

### Supervision / Management of People

Line management, development and day to day supervision of the MAT Catering Manager and the MAT Cleaning Manager.

Providing a specialist advisory role in relation to the performance management of schools' site staff.

It is expected that the Estates & Facilities Manager will play a key role in supporting school site staff with advice on good practice to ensure they can carry out their roles effectively. This will be done in liaison with the schools' Heads and School Business Managers – but the direct line management and supervision of schools' site staff remains the responsibility of the Headteacher of each school.

### Creativity and Innovation

Subject to minimal supervision, established procedures, practices and routines, where these exist.

Will be required to deal with complex problems on a daily basis.

Will be required to use initiative and interpret legal/policy guidelines.

The post holder uses initiative in proposing changes to working practices and/or processes for own and departments work

Continually assessing work improving systems as necessary.

Ability to give advice and seek information from pupils / parents.



## Contacts and Relationships

Providing advice to school SLTs and MAT Central Services on a regular basis to give and receive information; and on ways to deal with unresolved issues.

A confident, calm and firm manner may be required.

All staff, pupils, parents, and Governors.

Other outside agencies (LA, Auditors, Suppliers, Contractors etc.).

## Decisions - Discretion and Consequences

Management / prioritisation of own workload and of that of staff reporting to this post.

Required to give professional advice on appointments of site staff.

Negotiation, problem solving, giving advice and seeking information.

Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.

Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the work of the team.

Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.

The role the jobholder undertakes can have a significant effect on the efficiency of the operation of the MAT.

## Resources - Financial and Equipment (Not budget, and not including desktop equipment.)

Normal office equipment.

## Work Environment

### Work Demands

Unpredictable with little routine. Required to work to strict deadlines set by external organisations or MAT/Local Governing Committees

### Physical Demands

This will involve manual handling of items and will also require working across all School sites within the MAT.

### Working Conditions

Normal office environment.

### Work Context

There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses



# Person Specification

	Essential	Desirable
Must be a team player, willing to work positively and co-operatively with other staff from a range of professional disciplines across the MAT.	✓	
Must have skills for planning, development and monitoring of support services such as cleaning & catering.	✓	
Must have a demonstrable good standard of numeracy and literacy.	✓	
Must be computer literate, with a willingness to use relevant IT software.	✓	
Must be resilient and able to work under pressure to deadlines.	✓	
Must have ability to input, understand and present data.	✓	
Must have ability to prioritise own work and that of others in line with MAT's strategic aims.	✓	
Must have ability to supervise, train and induct staff and prioritise their work.	✓	
Must have ability to give clear, accurate advice	✓	
Must be able to be persuasive in a positive way when required; with good influencing skills for dealing with staff, governors, and external contractors.	✓	
Must be willing to follow all of the MAT's policies, procedures and systems in relation to child protection and wider safeguarding issues.	✓	
Be willing to maintain a pro-active record of CPD.	✓	
Ideally, has recent, relevant experience of working in a post linked to premises or facilities management.		✓
Ideally, holds relevant Health and Safety qualification e.g. IOSH, NEBOSH.		✓
Ideally, holds a qualification in a related facilities management discipline e.g. BIFM – Level 4.		✓



## Benefits of working at Pathfinder

### Pension Scheme

As an employee of Pathfinder MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder MAT also pays into the scheme on your behalf at the following rates (regardless of earnings):

#### Support Staff Pension Scheme

LGPS – Pathfinder MAT contributes an additional 19.9% of your salary.

#### Teachers' Pension Scheme

Pathfinder MAT contributes an additional 16.48% of your salary.

For more information please visit:

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) [www.nypf.org.uk](http://www.nypf.org.uk)

### Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Pathfinder MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

### Childcare Vouchers

Pathfinder MAT use Fideliti as the childcare voucher provider. Once you have registered with them they will send invoices to the MAT on a monthly basis for the value of the vouchers you want. The MAT will then deduct the same value from your gross pay each month so that your taxable pay is lower than it otherwise would be. Fideliti deal with all of the administration of childcare vouchers with you and your childcare provider directly.

For more information about the scheme please visit:

[www.fideliti.co.uk/default.aspx](http://www.fideliti.co.uk/default.aspx)

### Employee Assistance Programme



Making sure everyone in Pathfinder Multi Academy Trust team gets the support they need whatever their worries, at home or at

work. The 24/7 confidential Employee Assistance Programme offers specialist counselling and information meaning everyone has support at any time.

#### What does it provide?

The Employee Assistance Programme is available 24 hour a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:

- **Emotional support and counselling**
- **Specialist information on work-life balance**
- **Financial and legal information**
- **Management consultation to support those responsible for managing others**
- **Up to six sessions of face-to-face or telephone counselling**
- **Access to online Cognitive Behavioural Therapy (CBT)**
- **Information on local services such as elder care and childcare**

The Education Support Partnership experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.

#### Education Support Partnership Grants

A confidential grants service to help you manage your financial and money worries to get you back on track when you are struggling. If you are working in or retired from the education sector and are suffering financial problems caused by unemployment, ill health, sudden life events, bereavement or a personal injury the Education Support Partnership may be able to help you.