

**Recruitment Pack**

**Facilities Co-ordinator**

**Salary: Band 8 Points 17-22 (£22,678 - £25,039 Actual Salary)**

**Hours: 37 per week – Term Time plus 20 Days**

**Closing date for applications:**

**Monday 13 December 2021 – 10.00am**

Dear Applicant

Thank you for your interest in the support staff position at Carlton Keighley. If you are successful you will join our academy at an exciting time transitioning into the Carlton Academy Trust. In September 2021 the academy will started life as Carlton Keighley and become a full-time member of the Carlton family of schools.

Although the academy has had a colourful past and had never been graded as good or better, under new leadership and in partnership with the Carlton Academy Trust, it has already shown all the signs of becoming an outstanding school which realises the potential of its amazing students. These improvements were rightly recognised by Ofsted in Jan 2020, when for the first time in the school’s history we were graded as a ‘Good’ school.

Since my appointment by the Trust in March 2019 we have brought about rapid school improvement by introducing and implementing the Carlton MAT operating systems from Carlton Bolling, a school with outstanding status and outcomes that has also been named Secondary School of the Year (Pearson Education Awards) and received World Class education status.

We have become very focused on ensuring that we have the right calibre of people working at the academy, who have a clear understanding of the academy’s direction of travel. We have developed a curriculum that educates the ‘whole child’, and focused CPD on quality first teaching and ensuring all staff reach their potential. This can only occur in a well-structured organised environment where students are fully engaged in their educational journey.

We have installed high standards and expectations for students and staff and believe that these are paramount to bringing successful outcomes to all learners. The environment that has been created is warm and caring with a real sense of purpose and ambition.

It is virtually impossible for any organisation to truly capture the vibrant nature and character of the academy that you are applying for. My commitment to you is that we will ensure the following priorities;

* School is orderly and students will be ready to learn
* Teaching and Learning is the core of school business
* Staff well-being and professional development is at the heart of school improvement

I trust that our advert and person specification make clear that, first and foremost, we are looking for an exceptional classroom practitioner, but also somebody who is ready to take that next step in their career. We are looking for a colleague who has intelligence, integrity and the capacity for sustained hard work. The successful candidate will have the ability to roll their sleeves up and contribute to the school community.

I would encourage potential candidates to take the opportunity to visit the academy prior to making an application, to see for yourself the community of staff and students you would join. I am confident that your experience will make you want to work at our academy.

May I wish you good luck with your application and please do not hesitate to contact one of our team if you would like more information about the academy.

**Jon Skurr Mark Turvey**

**Executive Headteacher Head of School**

**The Application Process**

Completed applications may be submitted online to [recruitment@catrust.uk](mailto:recruitment@catrust.uk)

or by post to:

Recruitment Manager

Carlton Keighley

Green Head Road

Utley

Keighley

BD20 6EB

Shortlisted candidates will be notified by letter or telephone call with details of the interview and selection process.

**‘Join our journey to amazing’**

**Carlton Keighley**

Carlton Keighley is situated just 10 miles from Bradford city centre and is easily accessible by both car and public transport. We are experiencing times of change and are excited by what the future holds for all our staff, students and the community in which we serve. We are now officially graded as a ‘Good’ School. For the last 3 years we have obtained Progress 8 scores in line with national averages illustrating the significant potential for improvement. Carlton Keighley is joining the ambitious and expanding Carlton Multi-Academy Trust later this year. The MAT has grown out of the success of Carlton Bolling, a large Bradford secondary school. Carlton Bolling has been on a rapid improvement journey over recent years, which has seen the school progress from an Ofsted rating of Inadequate (Special Measures) to Outstanding in just under two years, and was recently awarded Secondary School of the Year at the Pearson Education Awards.

**Your new role**

Firstly, you can be assured if you join the team at Carlton Keighley that you will be part of a supportive, hardworking and committed organisation. We care about our staff and work hard to ensure your personal development is a priority in order to support your career aspirations and goals. We invest in training and CPD programmes both internally and externally to ensure you are equipped with the tools and skills to be the best you can be. You will be joining an academy that is well resourced and you will be expected to teach across the age and ability range.

**What you will need to succeed**

You may currently be working in industry or in another school and are looking for a new challenge in a new environment. We ask that you have a positive attitude, intelligence, high levels of integrity and the capacity for sustained periods of hard work. Alongside a commitment to a culture of continuous improvement within an inclusive environment, you will have the ability to motivate and inspire others and possess a high level of interpersonal and communication skills.

**What you will get in return**

We are a small school with motivated and respectful students and staff. You will be well supported by our trust Facilities team and will benefit from support from experienced individuals in our school and other schools that are in the Carlton Academy Trust.

**JOB DESCRIPTION**

**Post Title: Facilities Co-ordinator**

**Salary: Band 8 (17-22)**

**Hours weekly: 37 per week, Term Time Only + 20 days**

**Responsible to: Carlton Academy Trust Facilities and Compliance Director**

**Liaising with: Amey Staff, SLT, All Staff Members**

**Principal Accountability:**

In conjunction with the Facilities and Compliance Director, be a lead site member in the day to day liaison and management of the Facilities Management (FM) contract, ensuring value for money, that the school is in the best possible condition and adapted to changing needs via the contract mechanisms. To assist with Health and Safety matters in the school related to the building, grounds, resources and equipment. To contribute to the planning, development and monitoring of support services.

**Main Activities and Responsibilities:**

MAIN TASKS - (**In conjunction with and reporting directly to the Facilities and Compliance Director**):

1. Provide an appropriate interface between the Facilities Management (FM) company and the school, being a key point of contact on all matters.
2. To ensure the FM contract provides value for money by monitoring that the contract is adhered to, services are provided as per the contract, scrutiny of all reports. provided for accuracy and completeness and regular monitoring of the building and grounds to ensure that all issues are recorded and actioned.
3. To thoroughly check the monthly FM reports for accuracy and completeness, including that all penalties due are received and all additional charges made to the school are contractually correct and accurate.
4. To represent the school at meetings in and out of school, including the monthly contract meeting, upholding the interests of the school.
5. To liaise with the FM company on all school events, ensuring the school’s needs are communicated in accordance with and beyond contractual requirements and that good communication is maintained throughout all events.
6. To establish and maintain positive working relationships with the FM company at all levels.
7. To deal with any reported damage via the FM contract damage process, authorising the cost if agreed, informing the manager of the area where damage occurred and keeping statistical records.
8. To represent the school at site meetings when significant building works are taking place.
9. To assist in the investigation of all accidents/near misses, taking statements as appropriate and ensuring that remedial actions are taken as well as keeping statistical records.
10. To review the records of all accidents regularly, looking for patterns and trends, taking appropriate remedial actions.
11. To assist the Facilities and Compliance Director in ensuring that the school is compliant with Health and Safety legislation and has appropriate numbers of staff trained and certificated at all times in:-

* First Aid
* Manual handling
* Minibus driving
* Evac Chair use

and any other such Health and Safety legislation, ensuring that accurate and complete records are kept of all such training.

1. To manage the provision of Personal Protective Equipment (PPE) to relevant staff.
2. To manage and coordinate all staff room and office moves and to ensure the school is prepared on a daily basis for events and the delivery of education.
3. To lead on union health and safety visits, meeting with local union health and safety representatives, responding to their reports and arranging for any remedial actions to be taken.
4. In conjunction with the Amey Site Manager and Deputy Building Fire Manager, ensure that there is a termly fire evacuation, maintaining records of all such evacuations which include any issues which arose and all remedial actions taken.
5. To regularly inspect the building and grounds and ensure any issues are logged and actioned.
6. To ensure internal and external signage is accurate and present, including location and safety signage.
7. To raise small works changes with the FM contractor where changes are required and manage the process through to sign off and completion.
8. To manage and arrange service contracts, particularly arranging any maintenance requests, repairs and annual servicing (Design and Technology/Food Technology/Fitness Suite etc).
9. To manage the suited locking system, being responsible for the stock, issue and collection of all keys to staff.
10. To be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. Bradford Council.
11. To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. To be aware of and support difference and ensure equal opportunities for all.
13. To contribute to the overall ethos/work/aims of the school.
14. To develop constructive relationships and communicate with other agencies/professionals.
15. To attend and participate in regular meetings, share expertise and skills with others.
16. To participate in training and other learning activities and performance development as required.
17. To support, uphold and contribute to the development of the school’s Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
18. To recognise own strengths and areas of expertise and use these to advise and support others.
19. To be the lead contact for all approved event requests within the Academy, ensuring that facilities and resources are arranged in advance and are in place for all activities.
20. To control the use of the Academy vehicle, ensuring compliance with Policy and maintaining their availability and serviceability.

**RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.

To maintain the confidential nature of information relating to the school, its pupils, parents and carers.

Responsible for the safekeeping of office equipment and computers ensuring compliance with the requirements of the Data Protection Act.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Responsible for the management and development of the facilities within the school. May occasionally be responsible for students on work experience, trainees and voluntary helpers with whom the postholder is working.

**SUPERVISION AND GUIDANCE:**

Under supervision of the Facilities and Compliance Director, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.

**RANGE OF DECISION MAKING:**

Decisions not always within established practices and procedures, using some judgement frequently covering new ground. Expected to take initiative in the development of new procedures to meet changing requirements and improvements in quality.

The postholder will be expected to use good common sense and initiative in all matters relating to:

* the conduct and behaviour of individual and small groups of pupils.
* the correct use and care of materials by individual and small groups of pupils.
* the safety, mobility (if required) and hygiene and wellbeing of the pupils.

**OTHER SPECIFIC DUTIES**

**This job description is current at the date shown but, in consultation with you, may be changed by the Head of School, to reflect or anticipate changes in the job commensurate with the salary and job title.**