



Sidney Stringer  
Multi Academy Trust

# Information Pack Facilities Manager (Grade 7)

Required for September 2019





## Sidney Stringer Multi Academy Trust

Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale. The successful candidate will be expected to work across all the sites in the MAT.



## Facilities Manager

We are looking to appoint a Facilities Manager to manage the estate across the Multi Academy Trust. The estate consists of a mixture of new and old buildings. The role will include managing the site teams at each site, overseeing planned and statutory maintenance programmes, capital projects and playing an important role in the health and safety practices across the Multi Academy Trust.

The post is 37 hours a week all year round and will involve working at all the sites in the Multi Academy Trust.



## Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/  
Holidays



- Cycle Scheme
- Childcare Voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards

## **JOB DESCRIPTION – Facilities Manager**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Grade:** 7

**Hours:** 37 hours per week All Year Round

### **Job Purpose**

To be responsible for long and short term planning, implementation and high quality delivery in relation to facilities, health and safety and premises related aspects of the work of all the schools in Sidney Stringer Multi Academy Trust.

### **Description of Duties and Responsibilities**

#### **MANAGEMENT**

##### **(a) General management**

- Manage and plan the most effective and efficient recording, monitoring and reporting systems for information concerning all premises-related matters.
- To keep the Executive Principal, Director of Business & Finance for the MAT and Headteacher and Business Manager at individual schools fully informed about all areas of responsibility and manage all issues that arise in relation to this role.

##### **(b) Project Management**

- In conjunction with the Director of Business & Finance and School Business Managers, liaise with appropriate organisations / agencies in connection with planning and conducting major works at the school and ensure compliance of contractors with Health and Safety requirements and regulations.
- Be responsible for the management of any planned building work whether it is funded by the MAT or other agencies.
- Plan and implement any proposed building work which may affect the use for schools or community activities, including preparation of reports detailing specifications, costs, Health and Safety plans and proposed timelines, for submission to the Board of Directors for approval.

##### **(c) Resource Management**

- To be the budget holder for all premises-related budgets.
- To ensure all orders for materials are generated in line with the School's ordering guidelines ensuring best value.
- To ensure that appropriate stock levels of consumable resources are maintained.
- To recommend and order new furniture when necessary.

#### (d) Personnel Management

- To be the line manager for the Senior Site Services Officers at all the schools in the MAT, managing their working and holiday hours according to the needs of the schools, ensuring delivery of tasks set and best value for the MAT.
- To seek ways to develop the Site Services staff and to utilise their skills appropriately and monitor the effectiveness of the Site Services team.
- To manage the allocation of additional and unsocial hours between the premises team in a fair and equitable way.
- To assist in the recruitment of new Site Services and cleaning staff.
- To induct new Site Services Officers and cleaning staff.
- To ensure that all Site Services staff are up to date with any relevant courses
- To participate in the MAT's Performance Management process, and to undertake reviews for those line managed.

### **SITE MAINTENANCE**

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens.

#### **Principal tasks**

- Ensure that there is a planned preventative maintenance program in place, which is adhered to.
- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Maintain the school grounds to a high standard including all lawns and beds; ensure grounds are litter free. Where required, liaise with external contractors to maintain cost-effective schedules.
- Liaise with the Executive Principal, Director of Business & Finance and Headteacher and School Business Manager in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all Health and Safety requirements are met; monitor their performance and inspect completed work.
- Undertake routine inspections of the site including regular maintenance checks.
- Maintain computerised record of all regular checks undertaken.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Undertake and document a termly risk assessment of the whole site and other risk assessments / health and safety checks as required.
- Attend regular meetings including a monthly site review with the Director of Business & Finance and School Business Manager.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Ensure that drains and gullies are inspected regularly for blockages remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.

- Assist in the identification and selection of support service providers which provide value for money for the MAT.

## **HEALTH AND SAFETY**

### **Principal tasks**

- To be responsible for the implementation of the MAT's Health and Safety Policy.
- To lead on Health and Safety Audits and Reviews.
- To attend the Health and Safety Committees and to be responsible for arranging all necessary annual inspections and follow up maintenance work, e.g. fire equipment, ladders, legionella, asbestos checks etc and be responsible for appropriate action.
- Support Health and Safety training initiatives and deliver components where required.
- To ensure all duties carried out by caretaking/cleaning/contractor's staff is carried out according to the School's Health and Safety policies, undertaking risk assessments where appropriate.
- To ensure the buildings and external areas are maintained to ensure good health and safety practices.
- To respond to all instances where Health and Safety issues are raised or noticed and where possible make safe / isolate.
- To successfully complete the IOSH Managing Safely course.
- To be aware of the School's emergency response procedure.

## **FIRE AND SECURITY**

Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.

### **Principal tasks**

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- As a key-holder be prepared to attend out of normal working hours as and when required.
- Ensure internal security procedures are adhered to; reporting any issues to the School Business Manager.
- Ensure fire alarm call points are tested weekly and other fire equipment is regularly checked for damage or expiration; change in batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Maintain and review the Fire Safety Risk Assessment annually and resolve any issues.
- Assist in providing safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover will be required in connection with school events and lettings.
- To organise the maintenance of, and monitor the CCTV surveillance systems.
- To maintain service records of all emergency equipment.

## **ASSEMBLIES, SCHOOL EVENTS AND LETTINGS**

Working with the schools site teams ensure facilities are prepared and ready for school events, assemblies and external lettings.

### **Principal tasks**

- To assist in the school lettings ensuring that the hire of facilities is managed in a cost effective manner
- To organise the set up and clear away as required, furniture and equipment for assemblies, school events, parents' evenings, and lettings.
- To assist with effective use of the facilities available within the school and in optimising the income available from lettings.
- To ensure that premises staff positively promote the school at all times when dealing with the public.
- To ensure that lettings are supervised at all times and that Health and Safety policy is followed by hirers.
- To undertake the supervision of lettings where appropriate.

## **PORTERING**

To oversee and manage the provision of a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected, providing assistance to the site teams where necessary.

## **CLEANING**

Working with the sites Cleaning Managers ensure the buildings are kept to the highest standards of cleanliness.

### **General**

- The post-holder must carry out his or her duties with full regard to the MATs policies and procedures.
- The post-holder will participate in the MATs performance management process as it is applied for all staff.
- The post-holder will perform any other duties and responsibilities within the range of the salary grade.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development

activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

**Job Description Reviewed By: R.Kershaw (September 2019)**

### **Personnel Specification**

	Attributes	Essential	Desirabl	Assessment
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of Estates Management and Health and Safety</li> <li>Awareness and understanding of the importance of equality of opportunity in service delivery</li> <li>Knowledge of COSHH</li> </ul>	E E	D	A,I,
Skills & Abilities	<ul style="list-style-type: none"> <li>Strong analytical and literacy skills to be able to draft reports, and understand complex written guidance</li> <li>Able to communicate effectively with external agencies and colleagues</li> <li>Presentation skills</li> <li>Ability to work with minimal supervision and direction</li> <li>Ability to adjust to constantly changing work demands and to meet competing deadlines</li> <li>Ability to develop the skills of others within a structured framework</li> <li>Supervisory skills including delegation, support and motivation</li> <li>Ability to work with others as part of a multi-disciplinary team</li> <li>Sound ICT skills</li> <li>Ability to manage the performance of others</li> <li>Ability to act on own initiative</li> <li>Ability to make effective decisions</li> <li>Consultation and negotiation skills</li> </ul>	E E E E E E E E E E E E		A,I,T
Educational	<ul style="list-style-type: none"> <li>Qualifications or experience relevant to the role (preferably FM)</li> <li>GCSE Grade C or above in English / Maths</li> <li>Willingness to undertake relevant training including First Aid and Health and Safety</li> <li>NEBOSH qualification</li> </ul>	E E E	D	A,Q
Experience	<ul style="list-style-type: none"> <li>Significant previous proven site experience</li> </ul>	E		A,I

	<ul style="list-style-type: none"> <li>Substantial experience of the management and supervision of employees performing similar work</li> <li>Experience of the use of IT for estates practices and health and safety reporting</li> </ul>	E		
Special Requirements	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment</li> <li>Able to work flexibly to meet the needs of the School (this will include some evening work)</li> <li>Ability to drive, with full, clean driving licence</li> </ul>	E		
		E		

A = Application form    I = Interview    T = Test    Q = Proof of Qualification

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours; and attitude's to use of authority and maintaining discipline.



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**Facilities Manager**  
**Grade 7 (£31,371 - £37,849pa)**  
**37 hours per week - All year round**

We are seeking to appoint a **Facilities Manager** to work across the Sidney Stringer Multi Academy Trust. You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

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If you would like further information or to discuss the post in more detail then please contact:

Richard Kershaw, Business & Finance Manager; [rkershaw.staff@sidneystringeracademy.org.uk](mailto:rkershaw.staff@sidneystringeracademy.org.uk)

**How to apply**

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk)

Please return completed application forms to Ghausia Bhatti -

[gbhatti.staff@sidneystringeracademy.org.uk](mailto:gbhatti.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Friday 20 September 2019 at 12noon**

Interview date to be confirmed

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*