

# Assistant Facilities Manager

Ellis Guilford School

Start: January 2025



**ELLIS  
GUILFORD  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Candidate



Thank you for your interest in the vacancy for Assistant Facilities Manager at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website [www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk), however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on [hr@ellisguilfordschool.org.uk](mailto:hr@ellisguilfordschool.org.uk).

I look forward to receiving your application,

Yours sincerely,

**Gemma Johnson**  
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”  
Ofsted 2023

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

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

# ABOUT ELLIS GUILFORD SCHOOL

**We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.**

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all the children in our care.

## **Our on-site facilities include:**

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools, benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

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

# Assistant Facilities Manager

## JOB DESCRIPTION

### LOCATION

- Ellis Guilford School, Nottingham

### SALARY

- Grade E, NJC point 12-19
  - Salary £27,711 to £31,067 per annum
- Full time, all year round (52 weeks plus holidays)

### HOURS

- The nature of the post requires the willingness to work to a flexible roster, between the hours of 0600 – 1930 directed by the Facilities Manager for the needs of the school.

### REPORTING LINES

- This post will report to the Facilities Manager of the Nottingham Schools

### THE ROLE

- To support the improvement of student achievement by providing a positive learning environment. To provide effective support to the Facilities Manager across the school and to deputise for the Facilities Manager as and when required.

### KEY RESPONSIBILITIES

- Opening and closing the building
- To assist the ~~Facilities Manager~~ ~~site manager~~ in ensuring the security of school resources and accommodation including the operation of fire, smoke and intruder alarms
- Undertake maintenance duties including plumbing, joinery repairs and decorating
- Carrying out portage duties including moving furniture and collecting recyclable and other waste
- Salting & de-icing of hard surfaces in winter and clearing of snow to allow safe access to the premises
- To assist in efficiently and effectively managing the Academy site, including accommodation, buildings and grounds, ensuring that they are safe, clean, secure and accessible.
- To assist in ensuring compliance with health and safety requirements throughout the school. In particular, to undertake tasks of a technical nature, in relation to planned and reactive maintenance

**You can find out more at:**

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

- To deputise for the ~~Facilities Manager~~ ~~Site Manager~~ as and when required and help manage the team

### OTHER RESPONSIBILITIES

- Undertake planned maintenance such as PAT testing, boiler, BMS and other planned testing on the Smartlog system
- Flexible approach to remaining on-site during evening events (parents' evenings, open evenings, student plays/shows etc.)
- Daily site inspections

### SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity, and equality in all aspects of service delivery and engagement with the broader community.
- Actively support a culture where all members of the school community respect others and their physical surroundings.

### SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities to share best practice
- Undertake any other reasonable duties deemed appropriate to the role

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.*

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>5 GCSE (or equivalent) results Grade C or above including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Emergency First Aid <a href="#">aAt Work</a> certificate</li> <li>Further qualifications or training relevant to the role eg IWFM, NEBOSH, IOSH</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience in managing facilities within a large school or similar setting</li> <li>Demonstrable experience of working within a medium sized organisation</li> <li>Proven experience of working within the Education Sector-</li> <li>Experience of managing contractors</li> </ul>	<ul style="list-style-type: none"> <li>Working in a school environment</li> <li>Supervision of colleagues doing similar work in the team</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Working knowledge of putting <a href="#">the</a> Health and <a href="#">Ss</a>safety and <a href="#">pP</a>olicy into practice using good admini<a href="#">strative</a> and organisational skill</li> <li>Use of a <a href="#">fF</a>acilities management system</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Smartlog</li> <li>Knowledge of budgets</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Willingness to develop self and others professionally;</li> <li><a href="#">Mm</a>aintain up to date knowledge relevant to the role and attend courses as required</li> <li>Good working knowledge of Microsoft Office including Word, Excel and Outlook</li> <li>Strong interpersonal, negotiation and communication skills</li> <li>Have a customer focused and flexible approach to work</li> <li>Excellent time management, prioritisation, organisational and administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>Able to demonstrate adaptable and flexible working practices</li> <li>Willing to undertake further training</li> <li>Knowledge of GDPR</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality, and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked.</li> <li>Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting ad safeguarding the welfare and children and young people.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Full clean UK Driving licence</li> </ul>

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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