



ASPIRATIONS

Welcome to the Aspirations Academies Trust

The Aspirations Academies Trust is a multi-academy trust with academies based in three districts; London, South Central and the South Coast. All districts are still growing and will soon be at our ideal capacity. Two new academies, one in London and one in Bournemouth, will be opening in September 2020/21.

The Aspirations Academies Trust is looking to appoint a **District Facilities Manager** for their **West London District**.

The post holder will be required to work across multiple sites in the District. The District is likely to include further academies in the future.

This role will be pivotal in ensuring that the facilities remain in excellent condition, support each Academy in providing outstanding teaching and learning, and provide a safe, yet welcoming environment that students and staff alike can be proud of.

The District Facilities Manager – West London will provide District strategic leadership of the site facilities of the Academies.

Aspirations is the ability to dream about the future while being inspired in the present to reach those dreams. The Aspirations Academies Trust was set up in England with the vision to combine the thirty years of educational research by Dr. Russ Quaglia on student aspirations with effective and innovative school improvement techniques in order to create truly outstanding schools that would fully prepare students to succeed in this exciting world.

Our Academies

West London District	South Central District	South Coast District
Rivers Academy West London <i>Secondary School</i>	Wyknam Park Academy <i>Secondary School</i>	Magna Academy Poole <i>Secondary School</i>
Park Academy West London <i>Secondary School</i>	Space Studio Banbury <i>Studio School 14-19yrs</i>	Jewell Academy Bournemouth <i>Primary School</i>
Space Studio West London <i>Studio School 14-19yrs</i>	Dashwood Banbury Academy <i>Primary School</i>	Ocean Academy Poole <i>Junior School</i>
Tech City College Post 16	Harriers Banbury Academy <i>Primary School</i>	Atlantic Academy Portland <i>All-through 4 -19yrs</i>
Oak Hill Academy West London <i>Junior School</i>		Livingstone Academy Bournemouth <i>All-through 4 -19yrs (open 2020)</i>
Oriel Academy West London <i>Primary School</i>		
Livingstone Academy West London <i>All-through 4 -19yrs (open 2021)</i>		

Please send completed application form to jobs@aspirationsacademies.org



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Job Description	
Post Title	District Facilities Manager – West London
Salary/Grade:	Scale PO4 points 35–38, £39,774 - £42,684 FTE
Academy:	Working across multiple sites in the West London District.
Reporting To:	Director of Estates/Regional Director
Disclosure Level:	Enhanced
Hours of Work:	36 hours per week, 52 weeks per year
Core Purpose:	
<p>To provide District strategic leadership of Academy site facilities to meet health & safety requirements and ensure they are safe and clean to meet teaching needs.</p> <p>To provide reports and progress analysis against site maintenance, improvement plans, capital projects and Health & Safety monitoring, co-ordinate all processes to meet monthly KPIs and Health & Safety audit requirements and ensure that all policies are adhered to.</p> <p>To lead on proactive site management systems, site maintenance projects and reactive site solutions increasing consistency of site delivery services, managing the District and supporting local site teams to meet site Academy needs.</p>	
KEY RESPONSIBILITIES	
<p>To oversee and support the designated Health & Safety and Fire Officers within the District to ensure all sites are compliant with Health & Safety regulations.</p> <p>Be responsible for planning, monitoring and evaluation of capital and local maintenance works to ensure value for money and clean and safe sites.</p> <p>To contract and oversee the management of both service contractors, including cleaning, IT, security and site maintenance.</p>	
Main Duties:	
<p>Strategic</p> <ul style="list-style-type: none"> As a member of the District team to attend meetings, contribute to the District strategic operational plans with specific responsibility for H&S policies, site and grounds management and ensuring good practice is shared. Produce and be accountable for the delivery of an annual facilities plan including capital works, site improvement projects, response times against all reactive maintenance issues and grounds up keep. Be responsible for the delivery and effective operation of Health and Safety processes. To work with Aspirations Director of Estates and Aspirations Head Office, to ensure that they receive information and reports as required. Ensure the Academy based site teams are supported to maximise the contribution they make through effective strategic planning, including consideration of all cost implications and producing timely and fully costed proposals. Ensure that the values, principles and mission of Aspirations are evident in the discharge of the duties of the post and share and act on best practice across the District. Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts. Develop, test and manage each Academy Business Continuity Plan. Ensure that the Academies Risk Register is maintained and up to date. Undertake risk assessment of security risks to the Academy (grounds, premises and contents) including vandalism/arson. Monitor performance of service contractors and record performance against specified standards. Undertake budget monitoring and prepare costed plans for repairs/maintenance and building activities as required. 	



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- Update Trust Asset Register as and when new assets are acquired or removed.
- Maintain computerised records of all regular checks undertaken, including inspection of drains and gullies for blockages.
- To be responsible for practicing and encouraging good housekeeping with energy conservation and equipment and efficiency saving.
- Obtain competitive tenders and appoint outside contractors to carry out planned and reactive maintenance. Monitor and control progress of such contracts.

Additional duties

- Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of all West London Academies.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties appropriate to the grade of the post as requested by line managers.
- Attend sites as needed in the event of an emergency.

Special Conditions

- Possibility of some evening/Bank Holiday work.
- Willingness to work within the West London Aspirations District and on occasions to work at other Aspirations Academy sites.
- Willingness to undertake additional hours in order to maintain an effective service.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
Educated to a Minimum of Level 3	A	
Management and/or Facilities related qualification(s)	A	
Basic Health & Safety Certificate	A	
COSHH Certificate		A
Experience		
Experience of managing in a facilities service	AR	
Experience of working in an education organisation		AR
Experience of managing staff	AR	
Building maintenance	AR	
Budget management	R	
Experience of Emergency planning and Contingency	AR	
Procurement Management	R	
Drafting and contribution to the development of policies, procedures and work practices.		R
Advising on legislative compliance		AR
Project Management		AR
Skills and Abilities		
Good communicator	R	



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Strong problem solving skills	R	
Resource management	AR	
IT skills	AR	
Use of Data management databases	AR	
Strong organisation and administration skills	R	
Knowledge		
Service delivery		AR
Facilities management	AR	
Building systems and Security Management	AR	
Energy management		R
National Acts of Government and Policy in the facilities setting	R	



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Facilities role within the safeguarding agenda		R
Personal Qualities		
Excellent communicator	R	
Proactive and positive outlook	R	
Equal Opportunities		
To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	AR	



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Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

Safe Recruitment Procedure

The Aspirations Academies Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all case before an offer of appointment is confirmed.