

Tapton  
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# Trust Facilities Manager

## Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG  
Tel: 0114 267 1414 Email: [enquiries@taptontrust.org.uk](mailto:enquiries@taptontrust.org.uk) Web: [www.taptontrust.org.uk](http://www.taptontrust.org.uk)

Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.

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Age 7-9

KING'S HOSPITAL  
ALL GOT BACK UP AGAIN



Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

**David Dennis,**  
**CEO**

# About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

**Our Vision** : To realise the life chances and dreams of every child.

**Our Mission** : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

# Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

Each of our primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

## **Central Services**

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

# The Role

We are seeking to appoint a Trust Facilities Manager to join the Trust, to support and advise the Trust and its schools on all aspects of facilities, health and safety and environmental management.

This role will play an active part in supporting our two PFI schools which are part of the Trust and supporting the onboarding process of Tapton School from PFI into the Trust.

<b>Salary Range:</b>	Grade 8 (£40,221 - £43,421) plus national pay rise on 01/04/2024
<b>Hours of Work</b>	37 hours per week, 52 weeks per year.
<b>Responsible To:</b>	Director of Facilities and Estates
<b>Responsible For:</b>	Site-based Facilities Managers Building Supervisors Cleaning teams
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Local Government Pension Scheme.</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme.</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health.</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and training.</li></ul>

# Responsibilities

## Repairs, Maintenance and Site

- Co-ordinate the school's asset management planning process, manage functions relating to the day-to-day maintenance of site and buildings.
- Manage processes relating to site and premises developments, including capital projects, building improvements.
- Provide general and management support to the Headteachers, Business/School Managers and Chairs of Governors.
- Provide guidance, advice and support in respect of the procurement of services, contracts and resources.
- Lead on development and establishment of estate-wide operational systems, processes and reporting structures providing effective and efficient delivery.
- Work closely with Trust Headteachers, Local Governing Boards and senior colleagues across the Trust ensuring excellence and common purpose.
- Provide expert professional advice and support to relevant stakeholders in relation to operational matters as defined, keeping up to date with market trends and legislation in these areas, maximising opportunities.
- Make decisions that are relevant to building and infrastructure projects, ensure that the organisation achieves best value for money.
- Act as lead practitioner for estates functions, including the following specific areas:
  - Health and Safety
  - Risk Management
  - Asset Management Planning
  - Medium and long term Estate Maintenance Planning
  - Oversight of condition of school premises
  - Project Manager for all renovations: liaison with architects/contractors.
  - Service contracts/leasing
  - Insurance arrangements
- Management of effective record-keeping systems for all aspects of the maintenance and repair of premises and equipment.
- Responsible, in conjunction with the Director of Facilities & Estates, for long-term planning of major repairs and maintenance. Ensure that all sites have a robust Asset Management Plan
- Supporting the PFI contracted schools within the trust both for long term operational excellence and expiry handover / mobilisation.

## Private Finance Initiative PFI Support

- Be an integral part of the PFI contract expiry (2026) with close liaison with school and local authority.
- Be an integral part of the PFI onboarding process, attending meetings, ensuring contractual compliance, supporting the integration of Tipton School into the Trust facilities provision.
- Attend PFI Facilities meetings at both Bradfield and Tipton School. Working alongside the Business Managers, Local Authority and the SPV liaison to ensure that the service provision is meeting KPIs.
- Attend the PFI sites to support with the management of the sites is in line with Trust practice.

# Responsibilities

## Statutory Compliance

- Ensure all governing board functions relating to health and safety and estates management are carried out in accordance with legal and statutory requirements, and approved policies of the Trust Board and Governing Board are implemented.
- Ensuring all sites are scheduling and implementing routines for planned and preventative maintenance.
- Complete monthly checks and lead on 6-monthly audits of statutory compliance across all sites within the Trust.
- Complete annual and ad hoc site security audits across the sites.
- Support Trust-wide health and safety audits.
- Oversee site related fire safety including establishing routines for checking of fire alarms and fire extinguishers. Maintenance of statutory registers regarding fire drills and testing.
- Through both operational knowledge and compliance auditing, ensure all building fabric, building services and external areas comply with the relevant regulations, effectively overseeing any remedial requirements in a timely manner.
- Provide reports for statutory compliance to the Director of Facilities & Estates which can then be shared with the Executive Team and Trustees.

## Line Management

- Responsible for supervision and monitoring, including performance reviews of all Facilities Managers within the Trust.
- Ensure that all facilities staff inclusive of the Building Supervisors and cleaners engage with performance management.
- Management of HR cases and investigations should they occur.
- Management of return-to-work meetings following staff absence.

## Finance

- With the Director of Facilities & Estates, manage and oversee relevant cost centre budgets and monitor the appropriateness of expenditure in premises related areas.
- Develop, maintain and evaluate a Trust-wide strategy to support the use/allocation of the capital funds.
- Ensure Trust estate priorities are identified, preparing capital proposals for strategic Board consideration.
- Effective oversight of cost management with both operational and capital works to ensure value for money and suitability for end users.
- Provide objective facilities review to the Trust due diligence process when considering schools wishing to join the Trust.

# Responsibilities

## Statutory Compliance

### Health & Safety and Site Security

- Attend pertinent Governing Board committee meetings and be a part of related health and safety events as required.
- Ensure that all Trust health and safety policies, procedures, rules and regulations are adhered to and have input into regularly reviews and communication.
- To support with the response to health and safety issues as part of the Trust FM team.
- To be familiar with requirements of the Health and Safety at Work Act (1974) and other related legislation to ensure Trust compliance.
- Responsible for the completion and review of site and personnel related Risk Assessments and associated register.
- Responsible for annual health and safety audits and liaison with Trust Health and Safety Officers.
- Oversee all aspects of school security including access to site, security systems, alarms, lighting and fencing.
- Responsible for establishing guidelines and policies to protect students and staff from unauthorised access by intruders and trespassers.
- Contribute to the development and implementation of policy and regulations taking regard of legal duties, monitor that the local teams and members of the Trust are compliant.
- Responsible for statutory compliance and preventative risk actions to mitigate risk to individual schools and Tapton School Academy Trust.
- Develop, implement and maintain Trust-wide central records demonstrating statutory compliance across the estate.
- Support the completion of accident investigations.

# The Person

The successful candidate will demonstrate the following:

Attributes	Essential	Desirable
<b>Knowledge &amp; Skills</b>  <b>Qualification/ Training/ Competencies (including any relevant or required qualifications)</b>	<ul style="list-style-type: none"> <li>• Significant experience of estates and building management and compliance over multi sites</li> <li>• Experience of using asset management and compliance software</li> <li>• Experienced in working with estates staff and management teams</li> <li>• Working with external consultants and contractors</li> <li>• A recognised qualification in health and safety management or significant management experience of health and safety</li> <li>• Practical work experience in a relevant building trade or service</li> <li>• Experience of preparing risk assessments</li> <li>• Client-side management of capital projects</li> <li>• Strong IT skills and knowledge</li> <li>• Sound knowledge of building legislation and estate management</li> <li>• Working knowledge of procurement principles and budget management, including contract and project management</li> </ul>	<ul style="list-style-type: none"> <li>• Member of IWFM or equivalent body</li> <li>• HND/HNC and/or Degree in FM or built environment</li> <li>• Management qualification</li> <li>• Member of IOSH at Associate</li> <li>• NEBOSH H&amp;S Qualification</li> <li>• Recognised FM qualification</li> <li>• Schools / academy sector experience</li> <li>• Experience of managing outsourced facilities services / contracts</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• At least 4 years' experience in Facilities Management</li> <li>• Experience in Health &amp; Safety management, operations and responsibilities</li> <li>• Experience of working with a range of contractors</li> <li>• Experience of designing and managing a rolling programme of Maintenance</li> <li>• Experience of managing cleaning, security and grounds maintenance Services</li> <li>• Experience of delivering capital projects across educational estates.</li> <li>• Experience of managing a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a School, Academy, Trust or other educational based background</li> <li>• Practical building or maintenance skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Aligned to Trust values. People centred.</li> <li>• Strong relationship-building skills with the ability to inspire trust and commitment across the organisation.</li> <li>• Ability to relate to and communicate with a wide range of people (students, staff, external contractors, external customers etc) with a calm and courteous manner</li> <li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> </ul>	

# The Person

The successful candidate will demonstrate the following:

Attributes	Essential
<b>Skills Set</b>	<ul style="list-style-type: none"><li>• Ability to lead, motivate and manage a small team within a large, complex organisation</li><li>• Ability to ensure that up to date records of work undertaken</li><li>• Ability to work on own initiative</li><li>• Ability to work to tight timescales and under pressure</li><li>• Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands.</li><li>• Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively.</li></ul>
<b>Work Related Circumstances (including working conditions)</b>	<ul style="list-style-type: none"><li>• Occasional attendance at meetings outside normal hours</li><li>• Prepared to work unsocial hours as part or unexpected/unplanned events</li><li>• Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out safely</li><li>• Ability to communicate in a clear, accurate and succinct manner.</li><li>• Constant and consistently high expectations of standards.</li><li>• Ability to adhere to Trust policies and procedures and most importantly all health &amp; safety, compliance related policies</li><li>• Full driving licence and access to vehicle with willingness to travel between multiple schools</li></ul>



# How to apply

Applications for this role are via the [TES website](#). If you require a paper copy of the application form please contact us: [sshaw@southeygreen.sheffield.sch.uk](mailto:sshaw@southeygreen.sheffield.sch.uk)

The closing date for applications is Friday 13<sup>th</sup> September 2024 (23.59). Interviews are to be confirmed.

## Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

**Please note:** Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

## **Policies**

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

## **Equality & Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

## **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.

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