



**Haberdashers'**  
Crayford Academy

# Facilities Manager Recruitment Pack

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September 2023



Together, stronger



**Haberdashers'**  
Academies Trust  
South

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Dear Candidate,

Thank you for your interest in this post.

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives.

Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business.

Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.



Jan Shadick  
Chief Executive Officer  
Haberdashers' Academies Trust South



Dear Candidate,

Welcome to Crayford Academy, where education and excellence go hand in hand. Our dedicated team are committed to providing a dynamic and engaging learning environment for our pupils that is safe and supportive too. We strive to create a culture of curiosity, creativity and critical thinking that prepares our students for success in their futures whatever they may be.

We provide targeted support and a broad education to enable each and every one of our students to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

Our state-of-the-art facilities provide endless opportunities for exploration and discovery, while our diverse range of extracurricular activities and clubs allow our pupils to pursue their passions and develop their talents to the fullest.


Our pupils are at the heart of everything we do. Our pastoral team give individualised attention and teaching staff give personalised learning plans, we work closely with each student to help them reach their full potential. We foster a positive and inclusive community where all students feel valued and respected. Our School was inspected by OFSTED in December 2022 with inspectors stating "Pupils are part of a strong and inclusive community. They meet the high expectations placed on them and have positive attitudes to learning". OFSTED graded our school "GOOD" in all areas, you can read the full report [here](#)

We are proud of the achievements of our pupils and the impact they make in the world. We are a popular school, oversubscribed in year 7 and our 6th form. Our pupils leave Crayford Academy with the skills, knowledge and confidence to make a meaningful difference in their communities and beyond.

Here at Crayford Academy, we believe that every student has the potential to achieve great things, we are "shaping futures" daily. Join us on this journey of discovery, and see for yourself the exciting and dynamic learning experience we offer.

We look forward to welcoming you to the Crayford Academy community!

Kindest regards



Mr Steve Wheatley  
Executive Principal  
Haberdashers' Crayford Academy



# About Haberdashers' Academies Trust South



**We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.**

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk](http://www.habstrustsouth.org.uk)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

## Our Sponsors

**Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.**



### The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Dramaian of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)



# Role Description

<b>Job Title:</b>	Facilities Manager
<b>Contract type:</b>	Permanent, Full time
<b>Salary:</b>	£34,969 - £37,756
<b>School/ Service:</b>	Haberdashers' Crayford Academy
<b>Location:</b>	DA1 4RS
<b>Hours per week:</b>	35 hours per week, 52 weeks per year
<b>Accountable to:</b>	Business Manager(s)

## Key Responsibilities

The Facilities Manager will lead a team responsible for the day-to-day arrangements for maintenance and upkeep, health & safety, compliance, utilities provision, general facilities operation, and cleaning to ensure a safe, clean and secure environment for learning at the school site.

The role is 35 hours per week, 52 weeks per year. You may be required to work one in three weekends which will be paid as overtime. 50% of the role will be administration and management with the other 50% being hands-on maintenance and setup.

You will receive 25 days annual leave (plus bank holidays) with a maximum of 5 days leave being taken during term time. Other leave will be granted in agreement with the line manager, who will ensure that cover levels on site are at an appropriate level.

The successful candidate would ideally be able to reach the Academy within half an hour of leaving home so that they could attend emergency call outs if necessary. The candidate must hold a current driving licence.

# Key responsibilities of the role

## Facilities Manager

- **Management** - Managing a small team of facilities staff; organising holiday and appraisals, ensuring that compliancy and maintenance is arranged; and meeting regularly with line manager regarding future strategy.
- **Health and Safety** - Working to maintenance procedures and meeting Health & Safety regulations. Completing and maintaining relevant mandatory Health and Safety training
- **Future planning** –Working to an annual maintenance plan which identifies and schedules service contracts and long term, non-recurring, short term cyclical, and preventative work
- **Essential Services** - Ensuring energy, heating, hot water, drainage, lighting and ventilation are working effectively. Undertaking minor repairs and maintenance tasks, and arranging for other repairs to be carried out within procedures.
- **Day to day support of school operations** - Organising stock replenishment, ordering, receipt delivery, and safe storage of goods and services, ensuring that arrangements for receipt and logging of deliveries comply with school regulations. Effective liaison on-site with contractors working within the school ensuring good school staff/contractor liaison.
- **Ensuring site security.**- Acting as a key-holder and controlling the site keys, routine and non-routine opening, securing all buildings, and grounds as required. Activating, deactivating and testing automated alarm and bell systems. Acting on-call for out of hours alarm activations and ensuring the building is secured and alarmed at the end of the day
- **Cleaning** - Monitoring of cleaners working hours/quality of work, to ensure that the school is clean. Undertaking ad hoc cleaning tasks as required and the buffing and maintaining of flooring in school halls. Maintaining a litter free environment, ensuring the school is open, has safe access, clean and available for use in-line with the school day and at other times as set out by school management.
- **Compliance** - Managing compliance in house or with contractor support, keeping accurate records and reporting in-line with Health and Safety regulations
- **Maintenance** -Overseeing any alterations, building and maintenance works and specialised repair work. Carrying out works that can be done in-house and arranging for contractors if needed.
- **Porterage and event setup** - Supporting school staff with the movement of furniture and equipment to support the delivery of education in the school. Arranging and helping with setup of rooms for events as required.
- **Reporting** - Reporting to the Assistant Business Manager on any issues that are impacting upon the delivery of facilities work at school level. Keeping records of works completed and work to do while planning for school holiday works.

## General

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

# Person specification

## Education and Training

- Health and Safety Certificate e.g. IOSH (or willing to undertake the training to achieve this)
- Trade Qualification (desirable)

## Essential experience, skills and knowledge

- Commitment to personal and professional development
- Good written and oral communication skills. Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- Understanding of appropriate cleaning methods and standards, maintenance and security systems and procedures and the operation of heating systems and common causes of malfunction.
- Knowledge of health and safety regulations in relation to the post
- Ability to outline specifications for repair and undertake risk assessments
- Able to work without direct supervision and manage workload efficiently
- Ability to multi-task and remain cool under pressure
- Self-motivated, self-disciplined and enthusiastic
- Full driving licence
- Experience of working with site staff to achieve effective operation of facilities
- Experience of working on building projects – preferably in an education environment
- Practical/Handyperson skills that enable the post-holder to undertake building maintenance/minor repairs etc.
- Confident in using IT

## Desirable experience, skills and knowledge

- Experience in an education setting or with young people
- Applications from candidates with a trade qualification are highly desirable

## About you

- Confident and proactive
- Calm and patient
- Highly organised
- An effective communicator
- Leads by example with high professional standards
- A strong team player
- Is resilient, energetic and enthusiastic

“I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Trust consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role.”

Kate Atwell, Vice Principal  
Haberdashers' Crayford Academy

## Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:  
[www.habstrustsouth.org.uk/Benefits](http://www.habstrustsouth.org.uk/Benefits)

“I feel supported and comfortable working within the team and the local community at Crayford Academy”

D Covill, Site Supervisor  
Haberdashers' Academies Trust South





## Recruitment process and additional recruitment information

**Closing date:** 19 September 2023, 12pm

**Interview date:** TBC. Applicants may be invited to interview before this date so early applications are encouraged.

**Start date:** September/October 2023

### **Recruitment Process:**

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- A presentation
- A panel Interview

### **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [crayfordhr@habstrustsouth.org.uk](mailto:crayfordhr@habstrustsouth.org.uk)

### **Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



## **Haberdashers'** Crayford Academy

For a confidential discussion about this post  
or to arrange a visit to our school, please  
contact the office on 01322 402 180 or email  
[crayfordhr@habstrustsouth.org.uk](mailto:crayfordhr@habstrustsouth.org.uk)

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Thank you for your interest in  
Haberdashers' Crayford Academy.  
We look forward to receiving your  
application.

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

Haberdashers' Crayford Academy  
Iron Mill Lane, Crayford, Kent DA1 4RS