

Facilities Manager

Caister, Lynn Grove, Woodlands and Wroughton Academies
July 2024



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Facilities Manager who will be supporting the Trust's schools in Norfolk.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel:
www.youtube.com/user/creedacad.

We are looking for an ambitious, experienced, committed and energetic Facility Manager to join the Trust's schools in Norfolk. The team comprises of Facilities Assistants and is supported by our Head of Estates Delivery.

Our Head of Estates Delivery, Martin Norman would be delighted to discuss further and can be contacted on Martin.norman@creativeeducationtrust.org.uk Visits to our schools are also welcomed, so please let Martin know if you would like to visit any of the Norfolk schools.

I look forward to receiving your application.

Yours sincerely,

Ben Driver
Executive Principal
Caister, Lynn Grove, Woodlands and Wroughton Academies

“We are looking for an ambitious, experienced, committed and energetic Facilities Manager

You can find out more at:
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 14,500 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

ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



'Leaders' high expectations permeate pupils' daily experiences'
'Leaders and staff have consistently high expectations of pupils' behaviour. Classrooms are quiet spaces which are highly conducive to learning.' 'Pupils benefit from a well-considered personal, social and health education (PSHE) curriculum. They are taught to respect others. They know it is fine to be yourself. They learn to keep themselves safe. They are, and feel, safe from bullying.'

OFSTED -

ABOUT LYNN GROVE ACADEMY



Our on-site facilities include:

- Library open daily from 0800 to 1630
- Suites of subject areas
- Excellent ICT provision
- Extensive playing fields
- 3G all-weather pitch
- Extensive indoor and outdoor social space for our learners

The Special Educational Needs and Disability Department

We are proud of the nurturing and inclusive environment that we offer all our students and we are working hard to challenge every learner to be the very best they can. There are 11 pupils with EHCP's at the school and around 15% of our pupils are on the SEN register with additional needs across the spectrum.

We work in close partnership with the junior schools in our cluster and invest heavily in transition work. The induction of pupils with SEN is a carefully planned and structured process which supports children and parents as they take this very big step. Links with our post 16 providers are also very strong and we pride ourselves that we have a long tradition of 99% of our pupils continuing their education after Lynn Grove. Working at Lynn Grove you will be part of a team of professionals committed to supporting each other.

We are fortunate to have an expert team of learning support assistants who provide both in class support and deliver a comprehensive programme of intervention. The SENCO currently line manage all our LSAs. The SENCO co-ordinates LSA training and the team has recently had specialist training on Dyslexia, Autism and Behaviour Management. The LSA team are attached either to year groups or departments allowing them to give increased specialist support.

The SEN department runs a small breakfast club, one to one classes during registration periods and lunchtime club for more vulnerable children.



Summary of Lynn Grove Academy's Progress Scores in 2022:

- Progress 8 score: +0.13
- Attainment 8 score: 49.7
- Staying in Education or entering employment: 99%

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/137541/lynn-grove-academy>

ABOUT WOODLANDS PRIMARY ACADEMY



We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Gorleston and Bradwell.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- Portable banks of Chromebooks and iPads;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A large environmental area on the school site, which includes a woodland, pond, an orchard and over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a trim trail and a play activity area.



The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>



WROUGHTON ACADEMIES

Creative Education Trust

ABOUT WROUGHTON ACADEMIES



Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.

Our dedicated staff team educate children between the ages of 3 and 11 years. We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

Wroughton Academies offer

- A seamless transition into our reception classes from nursery or other providers.
- Before and after-school club provision (7.30am to 5.15pm) – for all children
- Highly qualified and dedicated teaching and support staff to meet every child's needs.
- A strong focus on making sure children have the skills and passion for reading.
- A broad and balanced curriculum, which focuses on all subjects including: science, art, computing, music, design technology and physical education.
- New digital screens in every classroom to support interactive teaching.
- A purpose built central library with thousands of books for children of all ages.
- A large outdoor and rural area on the school site with a range of playground equipment.
- Dedicated staff to support children's welfare.
- A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.



You can find out more at:

FACILITIES MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea
Lynn Grove Academy, Gorleston-on-Sea
Woodlands Primary Academy, Bradwell
Wroughton Academies, Gorleston-on-Sea

REPORTING TO

Head of Estates Delivery, working in collaboration with Principal/Headteacher

HOURS

Full time, Permanent

SALARY

Grade I NJC 26-28

THE ROLE

Support in the management of the school's premises and facilities including site and grounds maintenance, contractors, security, ensuring that the school site provides an attractive, safe, secure, clean and welcoming environment.

Ensure the smooth running of all areas of the school site (s), providing security, maintenance and assist in portering and caretaking service to the whole site.

KEY RESPONSIBILITIES

- To manage all aspects of the estates function, ensuring that duties are completed efficiently and effectively including setting and monitoring of performance management targets for the Facilities Team, promotion appropriate development opportunities and participation in CPD events.
- Work flexibly to meet the needs of the school, combining planned and regular tasks with day to day needs and emergency responses.
- To assist the Head of Estates Delivery in the preparation of an Estates Strategy to provide appropriate accommodation and facilities to meet strategic priorities.
- To support on draw up cyclical works plan, planned maintenance programme, condition surveys and compliance reports ensuring routine repairs, planned maintenance and facilities projects are carried out as required in a safe and efficient manner.
- Ensure that the building and grounds are maintained and operate in a safe and secure way, especially during severe weather conditions.
- To manage the lettings of the academies by ensuring they are compliant in line with policies, and liaise with Finance around bookings. Ensuring sufficient cover to facilitate these bookings.
- To manage arrangements with contractors and service providers to ensure all works carried out provide best value and are completed as scheduled.
- Manage all aspects of on-site cleaning and catering operations.
- Support the Head of Estates Delivery with the preparation of bids for specific project and premises improvement grants.
- Support the Regional Facilities Manager in the preparation of annual estates budgets and monitoring expenditure throughout the year.
- Ensure the efficient operation of all utilities including heating, lighting, water, sewerage, refuse disposal etc. through liaison with contractors, suppliers, Local Authorities and other appropriate agencies.
- Liaise with the Head of Estates Delivery to ensure compliance with health & safety procedures and legislation, COSHH regulations and codes of practice and education sector best practice.
- Be responsible for, and fully participate in, an operational staffing rota which ensures cover for holidays, out of hours events, emergency callouts, weekend working and staff absences.
- To manage and drive the school minibuses adhering to policies, procedures, usage and maintenance requirements.
- Ensure School compliance with statutory responsibilities such as PAT Testing, Fire Safety, and Legionella testing and, maintain suitable Management Information Systems to demonstrate compliance.
- Develop and maintain the Schools planned maintenance schedule ensuring best value for money.
- Support with managing the School risk assessment and undertaking risk assessments.
- Support in managing the repairs and maintenance budget.
- Comply with School policies and codes of practice in relation to Health and Safety, GDPR, Equality and Diversity and Quality Assurance.
- Promote and the safeguarding and welfare of child and young people.
- To be involved with any emergency planning and implementation (especially during adverse weather conditions).
- To assist Senior Facilities Assistants, Facilities Assistants, Cleaners and external contractors in

their duties as necessary and to take appropriate action in times of need for cover.

- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

PUPIL WELFARE

- Ensure good behaviour around school is maintained and staff expectations are high and establish a culture of praise and consistent applications of consequences
- Proactively promote an atmosphere of respect, recognition, celebration, and mutual support in the school.
- Maintain an environment which feels safe and enables pupils to report any concerns or complaints.

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with other Academies within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to pupils.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for pupils.

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the values of the Academies.
- 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 by 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.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others

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 Head of Estates Delivery and Director of Estates.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the Trust's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Designated Safeguarding Lead.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good numeracy and literacy skills, preferable to GCSE Grade 3 or equivalent • Commitment to continual professional development • Full clean and relevant UK driving licence <input type="checkbox"/> IOSH/Nebosh Qualification (or willing to work towards) • Health and safety knowledge and experience gained 	<ul style="list-style-type: none"> • Recognised construction, building or property management qualifications or willingness to work towards • Membership of a relevant professional body • First Aid Certificate • D1 Minibus entitlement (or willing to work towards).
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing staff and contractors in a facilities environment • Experience of managing budgets and physical resources 	<ul style="list-style-type: none"> • Experience of First Aid and working knowledge of first aid practices • Experience of leading an estates team • Experience of project management
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge, understanding and experience of health and safety in the workplace. 	<ul style="list-style-type: none"> • Knowledge of computerised building management and management information systems
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong IT skills, including a good working knowledge of MS Office suite, including Word, Excel and Outlook • Excellent people management skills • Team Player • Flexible • Has initiative • Ability to inspire, enthuse and motivate others • Ability to cope with a diverse range of duties and responsibilities • Strong interpersonal skills and excellent oral and written communication • Planning and organisational skills 	<ul style="list-style-type: none"> • Track record of identifying and developing programs and systems of work
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • An understanding of up-to-date safeguarding requirements and best practice. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • 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. • Ability to work flexibly and outside of normal working hours if required. • Full UK driving license. • Frequent travel between sites. 	<ul style="list-style-type: none"> • Access to own vehicle.

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.