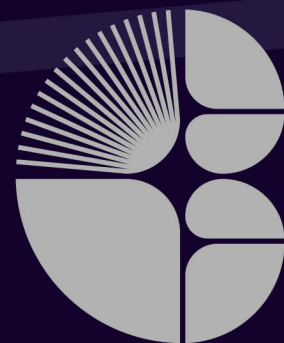


Regional Facilities Manager

Creative Education Trust
September 2023



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Regional Facilities Manager.

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.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Director of HR and to influence Creative Education Trust's ethos and processes.

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.

Our Director of Estates and Facilities, Jon Ward, would be delighted to discuss this role with you and is available on Jon.Ward@creativeeducationtrust.org.uk or 07512 306471.

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for a Regional Facilities Manager who help provide the best possible environment for learning”

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 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.

Most of this work happens within our schools, which have considerable autonomy, but they are supported by several Head Office teams – Finance, Estates, HR, School Improvement, IT and Governance – which give the framework for the organisation to follow.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

A MESSAGE FROM THE DIRECTOR OF ESTATES AND FACILITIES



Thank you for your interest in joining the Trust Estates team.

The Trust is an exciting place to work as an Estates employee, either starting out in your career or as a fully experienced colleague. The Multi-Academy Trust (MAT) sector offers huge opportunities to experience the full range of Estates and Facilities roles. The Estates team are critical in ensuring that sites and facilities run well in order that children are given the best possible chance for a great education.

The Regional Facilities Manager roles are aimed at supporting a cluster of schools and you will be involved in the day-to-day processes of ensuring our facilities run well, are safe and compliant and that we can continue to invest in the buildings and equipment. As a Regional Manager you will be expected to provide leadership to facilities staff in the schools as well as leading projects for buildings improvement. The Estates and Facilities roles are critical in ensuring that schools are supported in operational matters, but we also have many compliance and statutory responsibilities. This is a great role with varied responsibilities and great opportunities to learn and grow.

The Trust has other functions like Finance, IT and HR that have regional management roles and we all work together to ensure schools are supported as well as making sure that the Trust has best-practice policies and procedures in operation across our facilities. The Estates and Facilities managers will have a regional focus but also will champion key strategic responsibilities like energy management and sustainability, Health and Safety, capital investment or skills development.

Our working days are varied in the Estates team which means you may go from ensuring our buildings are safe and running well to coaching site staff, negotiating with suppliers and contractors or discussing capital expenditure strategies with school leaders. Regional Facilities Managers are expected to be champions of Health and Safety and to know how our buildings run while also being commercially aware enough to negotiate project arrangements with contractors and suppliers.

Creative Education Trust is at the forefront of the MAT sector, and we continue to demonstrate that our Estates functions are judged to be excellent. We continue to invest in our facilities and recent projects such as a new Net Zero Building show that we are always looking to the future. I am really proud to be part of Creative Education Trust and I hope you will be too.

Jon Ward, Director of Estates and Facilities



I started with Creative Education Trust 2 years ago after 14 years working within higher education.

Creative Education Trust is my first time working for a school trust and I have found it to be a great place to work. My role as Regional Facilities Manager is a very varied role with a broad remit, no two days are the same.

Working with the estate teams in the schools, other regional teams and the school staff has been enjoyable and it's great to be in an organisation that has good interdepartmental working to achieve goals and targets.

I've found the training and development opportunities to be good and the Trust's willingness to invest into its people is brilliant.

The Estates and Facilities team is very supportive, and we have a fantastic network across the country where best practice sharing and support is actively encouraged and easily accessible.

Luke Delderfield, Regional Facilities Manager (East Anglia)

You can find out more at:
www.creativeeducationtrust.org.uk

REGIONAL FACILITIES MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Midlands

HOURS

Full time, 37 hours per week, 52 weeks per year

SALARY

Up to £40,000 per annum

THE ROLE

To be responsible for short and medium term planning, implementation and high quality delivery in relation to facilities, health and safety and premises related aspects of the work of the cluster of school and its local environment.

The Regional Facilities Manager will provide leadership for school site teams and to ensure an effective customer focused service is provided to the school teams.

The role supports the Trust to focus upon ensuring our facilities provide the best possible environment for learning, that we are compliant, our facilities are presented professionally and that any site services and contracts are delivered effectively.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Produce and be accountable for the delivery of an annual facilities plans for the schools in the cluster including capital works, site improvement projects, response times against all reactive maintenance issues and grounds up-keep.
- Ensure necessary compliance schedules, Estates reports and project updates are provided frequently to Director of Estates and Principals.
- Ensure the schools within the cluster meets statutory obligations with regard to Health and Safety, ensuring all staff are suitably trained in Health & Safety responsibilities.
- Ensure proactive maintenance and development and efficient use of all school sites and buildings. Working with others to coordinate use of the facilities including lettings where appropriate.

- Provide regular information, updates and reports to the Director of Estates and Facilities.
- Ensure the cluster site staff are effectively managed, supported, and developed to maximise the contribution they make.
- Ensure effective risk management across the cluster of schools, 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.
- Undertake risk assessments of security risks to each academy (grounds, premises and contents).
- Ensure that site security is maintained at all times and that effective arrangements are in place to secure each site within the cluster.
- 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.
- Update Trust Asset Register as and when new assets are acquired or removed.
- Ensure that computerised records held on SmartLog (or other) of all regular checks, compliance testing, records of risk assessments and training are topical maintained.
- Working with contractors and technical teams to obtain competitive tenders and support the appointment of contractors to carry out project tasks, planned and reactive maintenance and site services.
- Ensure the efficient management of the heating systems in the cluster. This will include the operation of the boilers and associated plant and routine maintenance.
- Ensure the most efficient operation of lighting, plumbing and other services, and support the schools in finding other sources of energy, including renewables and sustainable sources.
- Responsible for practicing and encouraging good housekeeping with energy conservation and equipment and efficiency saving.
- Ensuring that school vehicles within the cluster are safe and checked on a regular basis.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties

appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of each school at the reasonable discretion of the Director of Estates and Facilities, Principal or Headteacher.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Health and safety qualification e.g. IOSH/NEBOSH 	<ul style="list-style-type: none"> IWFM qualification or evidence of working towards qualification COSHH qualification
EXPERIENCE	<ul style="list-style-type: none"> Considerable experience of overseeing building maintenance with particular knowledge of fire safety Prior experience of working with schools or an understanding of the school environment and operational needs Experience of negotiating contracts with suppliers and ensuring timely and value-for-money delivery of services Experience of commissioning refurbishment works and capital projects to a high quality 	<ul style="list-style-type: none"> Experience of working in a multi-academy trust
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Strong working knowledge of asset and facilities management A sound understanding of the legal and financial aspects of major property projects and transactions Excellent understanding of health & safety legislation 	<ul style="list-style-type: none"> Working knowledge of current legal and regulatory developments in respect of construction for schools Good understanding of health, safety and environmental requirements applicable to schools Expert in the use of property management software programmes, and able to train others in their use
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to manage an estates and facilities portfolio, staff, and budgets Demonstrable ability to think strategically as well as deliver operationally A demonstrable drive and determination for delivering success Evidence of a proven track record of successful working relationships and to provide a customer focused experience to users Excellent ability to communicate effectively at all levels and simplify complex issues and concepts, through presentations and written documents 	<ul style="list-style-type: none">

	<ul style="list-style-type: none"> • Flexible and resilient under pressure • Ability to train and develop an effective team • Commitment to the educational vision of Creative Education Trust 	
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"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Ability to work out of working hours on occasion in accordance with the needs of the Trust team. 	
<p>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.</p>		