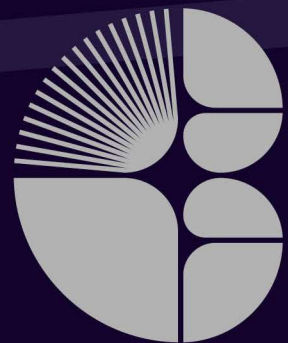


# Regional Facilities Manager

Creative Education Trust



*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Regional Facilities Manager across a cluster of our schools.**

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. All of our schools that have been visited by Ofsted since joining the Trust are now rated 'good', having previously been 'inadequate' before joining the Trust.

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 Head of Estates and Facilities 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](http://www.youtube.com/user/creedacad).

Our Recruitment Manager, Ian Harding, would be delighted to discuss this role with you and is available on [Ian.Harding@creativeeducationtrust.org.uk](mailto:Ian.Harding@creativeeducationtrust.org.uk) or 07990 037495.

I look forward to receiving your application.

Yours sincerely,  
Marc Jordan - CEO

**“We are looking for an ambitious, experienced, committed and energetic facilities manager”**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://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 13,000 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 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](http://www.creativeeducationtrust.org.uk)



# REGIONAL FACILITIES MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

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## LOCATION

Staffordshire

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## SALARY

£31,000 to £36,000

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## 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 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.

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## KEY RESPONSIBILITIES

- 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 Head 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 Head of Estates and Facilities.
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- 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.
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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.

You can find out more at:  
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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Health and safety qualification e.g. NEBOSH</li> </ul>	<ul style="list-style-type: none"> <li>IWFM qualification or evidence of working towards qualification</li> <li>COSHH qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Considerable experience of overseeing building maintenance</li> <li>Prior experience of working with schools or an understanding of the school environment and operational needs</li> <li>Experience of negotiating contracts with suppliers and ensuring timely and value-for-money delivery of services</li> <li>Experience of commissioning refurbishment works and capital projects to a high quality</li> </ul>	<ul style="list-style-type: none"> <li>Proven successful Experience of working in a multi-academy trust</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Strong working knowledge of asset and facilities management</li> <li>A sound understanding of the legal and financial aspects of major property projects and transactions</li> <li>Excellent understanding of health &amp; safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of current legal and regulatory developments in respect of construction for schools</li> <li>Good understanding of health, safety and environmental requirements applicable to schools</li> <li>Expert in the use of property management software programmes, and able to train others in their use</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Ability to manage an estates and facilities portfolio, staff, and budgets</li> <li>Demonstrable ability to think strategically as well as deliver operationally</li> <li>A demonstrable drive and determination for delivering success</li> <li>Evidence of a proven track record of successful working relationships</li> <li>Excellent ability to communicate effectively at all levels and simplify complex issues and concepts, through presentations and written documents</li> <li>Flexible and resilient under pressure</li> <li>Ability to train and develop an effective team</li> <li>Commitment to the educational vision of Creative Education Trust</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of managing CPD effectively in a whole school context.</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Ability work out of working hours on occasion in accordance with the needs of the cluster.</li> </ul>	
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.		