

# Facilities Manager

The Milton Keynes Academy  
December 2022



**THE MILTON  
KEYNES  
ACADEMY**  
*Creative  
Education  
Trust*

# Dear Colleague



**Thank you for your interest in the role of Facilities Manager at The Milton Keynes Academy.**

The Milton Keynes Academy is a larger than average secondary school for students aged 11-18. We are based in central Milton Keynes, an area that continues to grow and thrive at a rapid rate. The Milton Keynes Academy joined Creative Education Trust in September 2018. Our network consists of eleven secondary and six primary academies. We also benefit from the support of a central team.

Our mission is to ensure that our students achieve the very highest standard they can irrespective of their starting points. We are ambitious on behalf of our students; we strive to ensure that everyone's potential is maximised. This can be summed up by our vision statement 'Opportunities for Everyone.' The golden thread that runs through everything that we do at the academy is our desire and commitment to our students and the local community.

In November 2017, Ofsted once again recognised that we are a 'good' school. The report noted many strengths including our determination to improve the life chances of the young people in our school, especially the disadvantaged pupils. However, we are not complacent and therefore work robustly with our stakeholders to further enhance our offer.

As well as providing a broad and balanced curriculum, we are committed to imbuing our students with cultural capital so that they can flourish in the wider world. We enjoy some of the best business links in the country and use these well-established partnerships to help us to develop the employability of our students. Working closely with companies such as Deloitte, Metro Bank, John Lewis and Niftylift and organisations such as the NHS, the University of Buckingham and MK College allows our students to develop the confidence and knowledge to seize opportunities. Being part of the CET family of schools, gives our students the gateway to take part in cross-Trust competitions from annual sports tournaments to Shakespeare festivals, from choirs to public speaking.

Schools within the Creative Education Trust pursue a rigorous and continuous programme of educational improvement. 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).

We are looking for a committed, dynamic individual who believes in our mission and seeks to further enhance the provision of our young people. In turn, you will become part of a diverse staff team and will enjoy opportunities to support your development.

Our HR Team would be delighted to discuss this role with you and are available on [careers@miltonkeynesacademy.org.uk](mailto:careers@miltonkeynesacademy.org.uk) or 01908 341700. You can also find out more at [www.miltonkeynesacademy.org.uk](http://www.miltonkeynesacademy.org.uk)

I look forward to receiving your application.

Yours sincerely,

Gordon Farquhar  
Principal

**“We are looking for a committed, dynamic individual who believes in our mission”**

You can find out more at:

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

# A MESSAGE FROM THE DIRECTOR OF ESTATES AND FACILITIES

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

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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 Facilities Manager roles are aimed at supporting a particular school within the Trust 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 Facilities Manager you will be expected to provide leadership to facilities staff in the school, as well as supporting the Regional Facilities Manager to lead on 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.

You will be line managed by a Regional Facilities Manager who oversees a number of schools within the Trust. 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.

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. Facilities Managers are expected to be champions of Health and Safety and to know how our buildings run.

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**

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)

# ABOUT THE MILTON KEYNES ACADEMY



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and our statement building is light and airy with grand open spaces and ample light from the exterior with imposing views over the city of Milton Keynes. The specialist areas are exemplary, well maintained and conducive to a wide range of teaching styles and methods.

Being part of the Creative Education Trust has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

## Our on-site facilities include:

### The Main Hall

This is spacious with accommodation for up to 300 people, with projection and sound services and a remote-control panel. A demountable wall allows the adjoining dance studio to become a professionally lit stage area for performances and presentations

### The full-sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and also for the fitness training and gymnastics. It is used by the academy during the day and by the wider community during the evenings and weekends

### Pitches and astro-turf

Our grass pitches and courts provide for all external team sports and we have excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times

### Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

### The Hub

A large multi-purpose business engagement centre



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

[https://www.compare-school-performance.service.gov.uk/school/139068/Milton Keynes-academy](https://www.compare-school-performance.service.gov.uk/school/139068/Milton%20Keynes-academy)



### **Science labs**

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians. The recently constructed extension has provided further specialist science facilities to allow of the growth of the subject

### **Restaurant**

Our newly built restaurant with panoramic views over the play areas and sports fields provide a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by our team of catering professionals

### **Music, Drama and Dance**

This area is very well resourced with a range of spaces including Black box drama studios – a fully equipped film and sound recording studio, practice rooms, specialist music technology spaces, and a theatre lighting bar training area

### **Art and Technology**

The creative arts and technology faculty has studios for all aspects of art, fashion, textiles, food and workshop activities. There is a laser cutter and a fully equipped facility for ceramics and print making. The materials preparation area allows students to design and make in a wide range of materials and media. There is also an integral exhibition area

### **Modern and open-plan Library**

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

We aim to engender a passion for wider reading and enquiry, which will broaden our young people's knowledge and develop a love of reading. We welcome readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.

### **Additionally we have:**

- Interactive whiteboards in every classroom
- Extensive ICT systems



# SUPPORT FOR OUR STAFF

As a member of staff at The Milton Keynes Academy you will be supported and inspired by a group of ambitious and caring colleagues.

## Every member of staff benefits from:

- High professional Development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

## On site

- Restaurant
- Tea/Coffee
- Gym
- Parking

## Employee Benefits

- Perk Box platform that brings employee benefits, discounts, and wellbeing and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial or relationship issues for yourself and those living within your household
- Bike2Work Scheme- where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme- you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools' benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteachers is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.

You can find out more at:

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



# FACILITIES MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

## LOCATION

The Milton Keynes Academy

## CONTRACT TYPE

Full-time, Permanent

## SALARY

£30,151 – £35,411 per annum (Starting salary dependent upon experience)

## HOURS AND WEEKS

Annual hours will be based on an average working week of 37 hours over 52 weeks with appropriate holiday entitlement taken by negotiation with the Line Manager.

The person appointed may be expected to be available for lettings on some evenings and occasional weekends. Flexibility will be required in relation to working hours so that these fit in with lettings arrangements and the commitments of Site staff.

## REPORTING LINES

Accountable to: Regional Facilities Manager

Accountable for: Site Team and Contractors

## PURPOSE

To 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.

To ensure the smooth running of all areas of the school site, providing security, maintenance and assist in portage and caretaking service to the whole site.

## ROLES AND RESPONSIBILITIES

- Manage all aspects of the estates function, ensuring that duties are completed efficiently and effectively
- Line Management of the site team, including the setting and monitoring of performance management targets, promoting 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

You can find out more at:

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

- Assist the Regional Facilities Manager in the preparation of an Estates Strategy to provide appropriate accommodation and facilities to meet strategic priorities
- Support on, and draw up, the 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
- Manage arrangements with contractors and service providers to ensure all works carried out provide best value and are completed as scheduled
- Assist with managing on-site cleaning & catering operations and be the first point of call for any queries
- Support the Regional Facilities manager 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 Principal and/or Regional Facilities Manager 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
- Assist with aspects of the school vehicle management including 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 the Principal and/or Regional Facilities Manager with managing the School risk assessment and undertaking risk assessments

- Support the Regional Facilities Manager 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
- 
- Undertake any other duties as directed by the Principal or Regional Facilities Manager
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

You can find out more at:  
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Category	Essential	Desirable
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills, preferable to GCSE Grade 3 or equivalent</li> <li>• Commitment to continual professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised construction, building or property management qualification or willingness to work towards</li> <li>• Membership of a relevant professional body</li> <li>• IOSH Qualification</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and experience of health and safety in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of computerised building management and management information systems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing staff and contractors in a facilities environment</li> <li>• Experience of managing budgets and physical resources</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school facilities environment</li> <li>• Experience of being a first aider and working knowledge of first aid practices</li> <li>• Experience of leading an estates team</li> <li>• Experience of project management</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent people management skills</li> <li>• Team player, flexible</li> <li>• Can work on own initiative but also follow direction</li> <li>• Ability to motivate, enthuse and inspire others</li> <li>• Ability to cope well and remain calm under pressure</li> <li>• Ability to multitask and manage time effectively</li> <li>• Strong interpersonal skills and excellent oral and written communication</li> <li>• Strong planning and organisational skills</li> </ul>	
<b>Suitability to work with children</b>	<ul style="list-style-type: none"> <li>• Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked</li> <li>• Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate awareness/understanding of equal opportunities and a commitment to supporting equality and diversity</li> </ul>	

**Closing Date: Wednesday 11 January 2023**

**Interview Date: W/c 16 January 2023**

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

You can find out more at:

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