



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Facilities Manager

Carr Hill High School



A message from the Headteacher

Thank you for expressing an interest in the position of Facilities Manager at Carr Hill High School.

This is an exciting opportunity for an outstanding, ambitious and Facilities Manager to join the school at an exciting stage of its journey.

Carr Hill is situated in the market town of Kirkham in the Fylde, just over a mile from exit 3 of the M55 and with very easy transport links from a wide radius in the north west of England. Kirkham is just 9 miles from the coastal town of Lytham St Annes and an easy drive to the Lake District or Trough of Bowland. Kirkham is also served by Kirkham and Wesham train station.

The school is 11-16 and has an average of 180 students in each year group. Students come from over 25 different primary schools though there are a core group of feeder schools. Historically there are a significant number of army families due to the proximity of the barracks at Weeton which will have a new regiment in summer 2024. As the only state school in the immediate area, Carr Hill is a truly comprehensive school with a wide range of ability and social background.

We aim high at Carr Hill and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

At Carr Hill our mission is to provide a high-quality education that prepares students for the challenges of tomorrow. With a focus on pursuing excellence, we strive to create an inclusive environment where every student can achieve their full potential, through our Carr Hill values of 'Commitment, Aspiration, Resilience and Respect.'

We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

As a staff member of Carr Hill High School, you will be able to take advantage of the staff benefits available through the EPT.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact igutteridge@carrhill-ept.com



B. Layzell
Headteacher



**Education
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I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Facilities Manager

Hours:	Full Time (37 hours)
Weeks Worked:	All Year round (AYR)
SCP:	SCP 19-25 (£32,061 - £36,363)

Carr Hill High School are looking for an experienced Facilities Manager to lead the smooth, safe, and efficient running of our school site. This is a key role ensuring our buildings and grounds provide the best possible environment for pupils, staff, and visitors — combining practical management with a proactive approach to maintenance, compliance, and improvement.

The Job

- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes
- Monitoring the progress of projects involving outside contractors
- With the Senior Site Supervisor, organise and manage the work of the site team and cleaning staff
- To oversee the management of the school minibuses, including the transport of pupils and staff
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the inventory
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems

What are the job requirements?

- Competent with maintaining general repair/small builds experience to plant and equipment
- Site security
- Knowledge of routine inhouse inspections, tests and legal checks
- Ability to work as part of a team and independently
- Ability of working to deadlines or specific contract periods
- Excellent knowledge of Health & Safety, Fire Safety and COSHH
- Ability to establish good professional relationships at all levels.

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme
- Electric Car Scheme (Salary Sacrifice)
- Access to Government pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Facilities Manager

Reports to: School Business Manager

Grade: SCP 19 - 25

Accountabilities/Responsibilities appropriate for this post:

Security

- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
- Dealing with enquiries from Trust H&S managers, contractors and managing contractor activity on-site.

Supervision

- To organise and manage the work of the site team and cleaning staff;
- Undertake recruitment, selection, induction, appraisal and training of the site team and cleaning staff including the allocation of duties and areas of work;
- Planning own work and that of the site team and cleaning staff.

Maintenance

- To monitor the work of the site team and cleaning staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes;
- In accordance with any existing Service Level Agreement, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken;
- Monitoring the progress of projects involving outside contractors;
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists;
- Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists;

- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the site team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

Other duties

- To support the management of the out-of-school hours letting of the school premises;
- To oversee the management of the school minibuses, including the transport of pupils and staff;
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the inventory
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems;
- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems;
- By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way;
- To undertake training as appropriate.

Health & Safety

- To take a lead role on all aspects of Health & Safety, including the completion of appropriate risk assessments, training and ensuring compliance with all statutory regulations;
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health & Safety Committee for the school;
- Monitoring the appropriate Health & Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school;
- To attend meetings of the Health & Safety Committee and consult with governors on matters relating to the premises, grounds and site;
- To develop and implement policies and procedures in the area of Health & Safety within the school;
- To ensure that the appropriate staff within the school are fully aware of COSHH legislation;
- To design and deliver Health & Safety training for staff within the school;
- To act as Health & Safety Office for the school;
- To oversee the management of first aid in school;
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

Finance

- To be responsible for monitoring site related budgets and regularly reporting budgetary information in relation to this to the School Business Manager;

To support the school and its wider community:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with staff, parents, carers and the local community.
- To work within school policies and procedures
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Facilities Manager

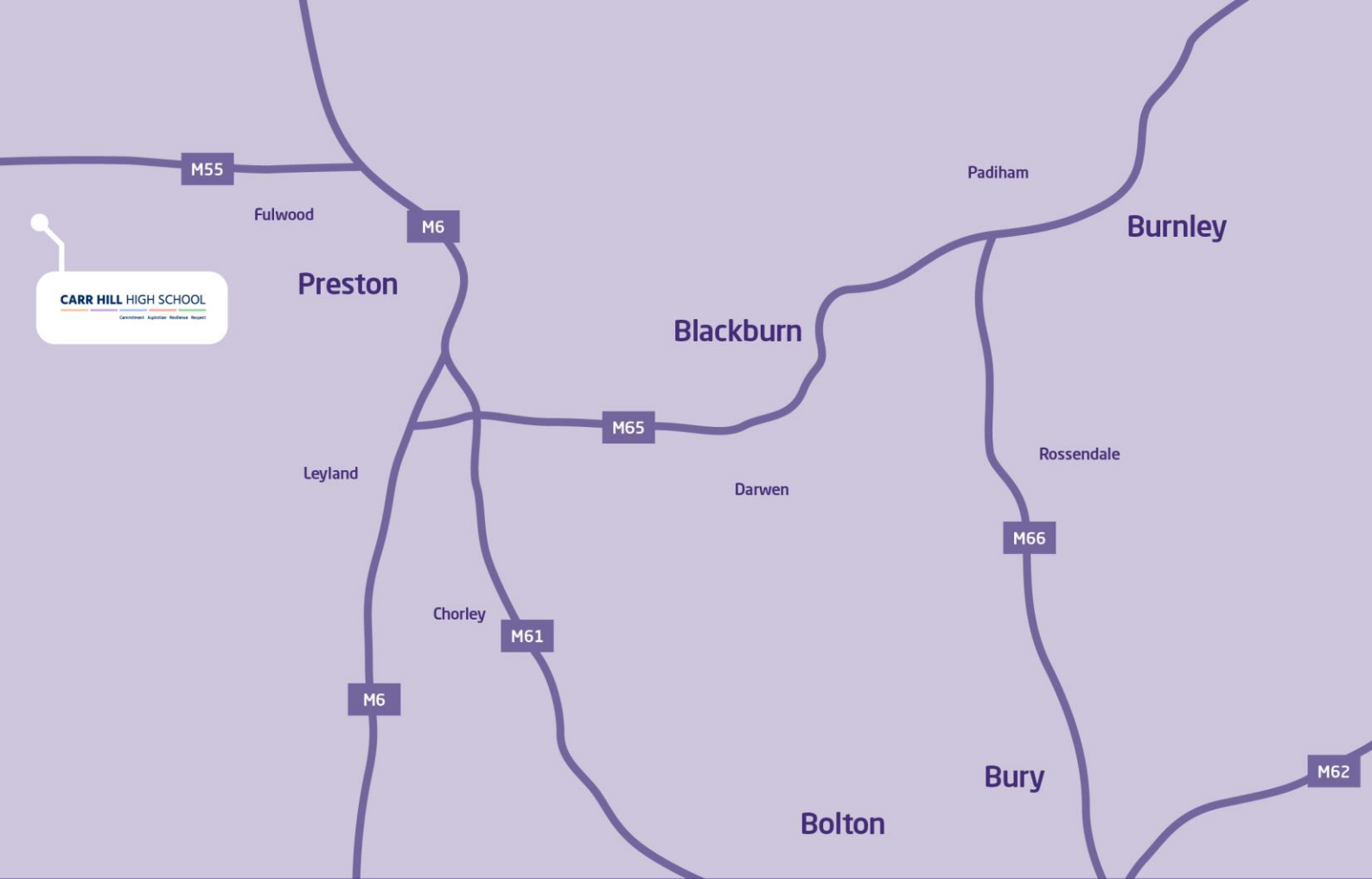
Reports to: School Business Manager

Grade: SCP 19 – 25

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			Application – A Interview – I Test - T References - R
Qualifications			
NVQ Level 3 qualification in Caretaking (or equivalent)	✓		A
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)		✓	A
Full driving licence	✓		A
Skills, Knowledge and Experience and Abilities			
Experience of working as a caretaker or site supervisor	✓		A, I, T
Experience of supervising staff	✓		A, I, T
Experience of overseeing maintenance programmes	✓		A, I, T
Experience of planning and programming work	✓		A, I, T
Experience of budget management, numeracy skills		✓	A, I
Experience of staff training		✓	A, I
Experience of writing and implementing policies		✓	A, I
Experience of managing contractors and knowledge of processes for engaging contractors	✓		A, I
Experience of working within a school	✓		A, I
Time management skills	✓		A, I
Ability to organise, lead, motivate, manage and develop a team	✓		A, I
Ability to resolve conflict	✓		A, I
Ability to develop effective working relationships	✓		A, I
Attention to detail skills	✓		A, I
Ability to work as part of a team	✓		A, I
Excellent oral and written communication skills	✓		A, I
Ability to design practical solutions for a variety of standard maintenance problems	✓		A, I
Ability to pro-actively engage with staff, parents, carers and the local community	✓		A, I
Ability to contribute ideas and strategies for developing the site	✓		A, I
Ability to monitor performance and ensure contract compliance	✓		A, I

Excellent customer service skills	✓		A, I
Knowledge of Health & Safety legislation and procedures	✓		A, I
Knowledge of COSHH legislation	✓		A, I
DIY, maintenance and repair skills	✓		A, I
Ability to use powered tools and equipment relevant to the role (e.g., drill, floor buffer)	✓		A, I
IT skills (i.e., working knowledge of spreadsheets, databases, word processing packages)	✓		A, I
Personal Qualities			
Commitment to supporting the ethos of the school	✓		I
Commitment to Health & Safety	✓		A, I
Commitment to safeguarding and protecting the welfare of children and young people.	✓		A, I
Ability to demonstrate a commitment to Equal Opportunity policies in practical terms in the context of service delivery, employment issues and a commitment to customer care	✓		I
Empathy and sensitivity to the needs of others	✓		A, I
Highly developed interpersonal skills including influencing skills	✓		A, I
Willingness to drive the school minibus as required	✓		A, I
Willingness to work outside of contracted hours e.g., lettings, parents' evening	✓		A, I
Willingness to respond to emergency callouts	✓		A, I
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓		A, I
Acts with integrity, honesty, loyalty and fairness	✓		A, I
Able to use judgement to deal with daily, unforeseen problems with limited guidance, within established procedures	✓		A, I
Organised and confident	✓		A, I
Has a positive, flexible attitude to their work	✓		A, I
Willing to attend training / meetings as required	✓		A, I
Positive recommendation from all referees, including current employer	✓		R
Has a good attendance and punctuality record	✓		R
Be a positive role model at all times and a highly respected representative of Carr Hill.	✓		A, I
Willing to participate in the life of the school and contribute to the extra-curricular programme	✓		A, I

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.



Contact

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An Education Partnership Trust School