

  
**Ofsted**  
Outstanding  
Provider



Facilities Manager



Co-op Academy  
Belle Vue

# Welcome from the Head of Academy

Thank you for your interest in applying for the role of Facilities Manager at Co-op Academy Belle Vue.

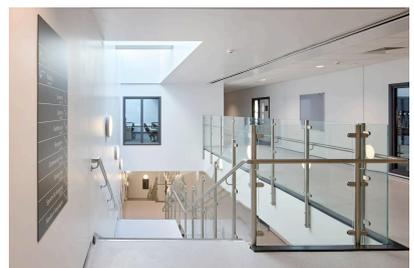
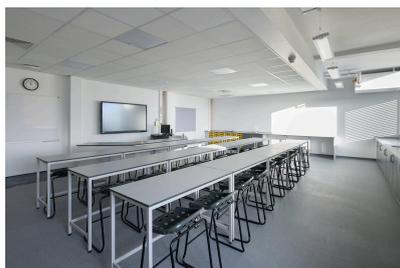
*Pupils flourish at Academy Belle Vue. They are nurtured and cared for in a warm and positive climate. The strong behaviour systems and daily routines help pupils to settle into school well. Pupils feel safe and privileged to be part of such a welcoming community.*

Ofsted 2024

Are you passionate, experienced and looking for a new challenge? Do you want to join an academy with exemplary behaviour, allowing you to focus on celebrating the success of the whole school. Do you want to be part of a dynamic team in a growing secondary academy that is dedicated to providing outstanding education to its students? If so, then we have the perfect opportunity for you!

## Join Us at Co-op Academy Belle Vue

We are thrilled to offer an exciting opportunity for a dedicated and enthusiastic Facilities Manager to join Co-op Academy Belle Vue, a new, state-of-the-art school building that opened its doors in the heart of Manchester. As the Facilities Manager, you will play a pivotal role in shaping the future of our academy by ensuring the smooth and efficient operation of our modern facilities.



## Why Co-op Academy Belle Vue?

Our brand-new school building is a contemporary, purpose-built facility, designed to provide an exceptional environment for both students and staff. Featuring cutting-edge technology, spacious classrooms, and sustainable design, our academy is a forward-thinking educational space that reflects our commitment to creating a vibrant and supportive learning community. This is a rare opportunity to manage a pristine facility from the ground up, where you can truly make your mark.

## The Role

As our Facilities Manager, you will be responsible for maintaining the building's excellent condition and ensuring it remains a safe, secure, and welcoming environment. Key responsibilities include overseeing daily site operations, managing contractors and maintenance teams, ensuring compliance with health and safety standards, and planning for the ongoing development of our academy's facilities.

## What We're Looking For

We are seeking an experienced Facilities Manager with a strong background in managing modern buildings, ideally within an educational or public sector environment. You will be proactive, well-organised, and passionate about creating the best possible environment for our staff and students. Experience with managing energy efficiency, sustainability initiatives, and compliance with the latest health and safety regulations is highly desirable.

## Why Work With Us?

At Co-op Academy Belle Vue, we believe in investing in our people. You will be part of a supportive and collaborative team that values innovation and community. This is an exciting opportunity to work in a unique setting where you will be a key player in ensuring our academy continues to thrive as a world-class educational facility.

If you are ready for a fresh challenge and want to help shape the future of a brand-new, cutting-edge school building, we would love to hear from you!

If you believe you have the skills, experience, and passion to make a difference as our Facilities Manager, we would love to hear from you.

Scott Fletcher  
Head of Academy

The deadline for applications is 6th September. Interviews to be held on the 10th September. Applications should be made through TES.

# Job Title : Facilities Manager

Salary / grade range	Grade 7 SCP 26-30 - £36,824 - £40,407 Full Year (permanent) - 37 Hours per week
Location	Co-op Academy Belle Vue
Reports to	Head of Academy

## Purpose of role:

Co-op Academy Belle Vue Facilities Manager will be responsible for the

- Security of the premises
- CCTV and door access systems
- Health and safety compliance (Health And Safety At Work Act, Fire Regulations etc)
- Lettings
- The operation and maintenance of all facilities within the building and the grounds
- Day to day management key contracts such as cleaning, grounds maintenance and catering

They will also be responsible for the direction and line management of at least two facilities officers - fairly managing work allocation across the team, including weekends and holidays and ensuring adequate training and safe working practices.

The Facilities Manager will work closely with the Headteacher, the Finance Manager, the IT team and wider Senior Leadership Team to ensure the smooth running and safe operation of the academy - day to day and in the long term future.

## Specific Responsibilities

The Facilities Manager will be expected to:

- Act as a designated key holder, providing out of hours and emergency access to the academy site and maintain and review the schedule of key holders.
- Be responsible for all security measures at the academy. Ensuring weaknesses are identified and actions taken.
- Ensure compliance with the Trust CCTV policy having a good working knowledge of the law around data protection
- Ensure the CCTV system is well maintained, used correctly and meets the needs of the academy from a H&S perspective
- Maintain a computerised record of all health and safety and building checks carried out by the academy facilities team and contractors.
- Assemble and chair a H&S committee of academy staff
- Recruit fire marshals and provide regular training sessions
- Provide first aid and keep a computerised record of all first aid incidences
- Complete a personal evacuation plan for staff and students with temporary and long term mobility issues.
- To carry out risk assessments for staff and students where necessary such as display screen equipment, injuries and expectant mothers.
- Be responsible for advising and signing off risk assessments for trips and visits
- Be responsible for coordinating H&S and producing all relevant documentation for annual H&S audits. Acting on any recommendations.
- Undertake risk assessments and ensure compliance within the academy with all Health and Safety COSHH regulations.
- Provide any Health and Safety induction as required for all academy staff and students.
- Be familiar with the online reporting tool Parago and ensure periodic checks are completed
- Arrange lettings of academy rooms and facilities, as directed by the Headteacher.
- Promote and manage lettings at the academy providing access out of hours (time off in lieu)
- Provide a room booking service for events and meetings for both internal and external attendees.
- Be responsible for the organisation of Car Parking spaces for Belle Vue Speedway
- Work in partnership with the appropriate trust departments and officers with regard to premises issues
- Provide daily support for service providers such as catering and cleaning staff. Ensure working patterns are in line with the academy calendar.
- Be responsible for regular checking and arrange for general maintenance within specialist areas such as heating, cooling, lighting, plumbing and security (including CCTV and alarms), to ensure safe and effective operation of the academy.

- Arrange training relevant to your own role and that of members within the facilities department
- Act as a line manager as directed, in line with Trust and academy policies
- Ensure that the academy and its grounds are maintained as a safe, professional and educational environment for all the work and study in the academy.
- Specify a grounds maintenance program and monitor the contractor's schedule to meet academy needs.
- Be responsible for all regular maintenance checks and subsequent necessary actions.
- Be responsible for regular health and safety checks of the building, fitments, equipment and the academy grounds.
- Provide recommendations for long-term maintenance requirements to the Leadership Team in conjunction with the Trust Facility and Estate Manager.
- Produce and manage a Planned Preventive Maintenance schedule ensuring compliance and value for money
- Assist with the design and planning of all major developments within the academy and its grounds. Liaising with stakeholders and contractors throughout each project
- Produce regular reports for the governing body on all relevant H&S and building developments
- Manage tenders and quotations in discussion with the academy Senior Leadership Team and the Trust Facility and Estate Manager for the appointment of external contractors.
- Be responsible for any contractors who come onto the academy site and quality assure all work completed by contractors.
- Purchase equipment and supplies for the Facilities Team within the agreed budget after discussions with the Headteacher.
- Manage the Facilities Team as an efficient and professional group within the academy and provide day to day support for all members of the Facilities Team. This will also require the Facilities manager to undertake his/her own personal development after discussion with the Headteacher.
- Liaise with all members of the academy staff and students on any buildings' or grounds' issues.
- Manage the academy waste, refuse and recycling procedures and ensure that all academy staff are aware of these requirements.
- Report to the academy Senior Leadership Team on all related building and estates issues.
- Monitor, record and report to the academy Senior Leadership Team, on a monthly cycle, all related energy consumption used by the academy.
- Be aware of the needs of the natural environment.
- Provide a portering and furniture moving service to all areas of the academy and grounds.
- Organise any other car parking arrangements.
- Organise emergency cleaning.
- Ensure all equipment is maintained in a professional, safe and working order.
- Organise supplies to all washroom services.
- Carry out any other duties commensurate with the role as requested by the Headteacher.

Person Specification		
	Essential	Desirable
Qualifications and training	<p>GCSE English and maths grade A*-C Relevant Level 4 certificate in Property, caretaking and facilities supervision, or any other equivalent qualification.</p> <p>Experience of working in facilities management and facilities maintenance.</p> <p>Experience of operating, checking and maintaining modern building facilities.</p> <p>Experience of ground maintenance.</p> <p>Experience of managing a team.</p> <p>Experience of managing contractors.</p>	<p>First aid qualifications Experience of managing budgets.</p> <p>Health and safety qualification.</p>
Knowledge and skills	<p>Maintaining a good working relationship with all staff within a working community.</p> <p>Being empathetic to young people aged 16 to 19 years.</p> <p>DBS clearance.</p> <p>Ability to undertake building repairs and general maintenance.</p> <p>A comprehensive knowledge of health and safety procedures commensurate with the maintenance of the academy building, academy facilities and grounds.</p> <p>Ability to undertake activities require some physical effort such as lifting, carrying and working at height.</p> <p>Ability to respond calmly in emergency situations.</p> <p>Ability to manage projects.</p> <p>Ability to allocate resources.</p> <p>Ability to complete paperwork accurately and efficiently and to maintain records and reporting.</p> <p>Understanding of contract procedures</p>	<p>Ability to use and interpret data</p>

<p>Working within the academy</p>	<p>Willingness to work flexibly including some evening and weekend work as required in consultation with the Headteacher.</p> <p>Willingness to meet the changing demands of such a role</p>	<p>Willingness to become involved in extracurricular activities</p>
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The duties of this post may vary from time to time without changing the general character of the post or of the level of responsibility within it.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.