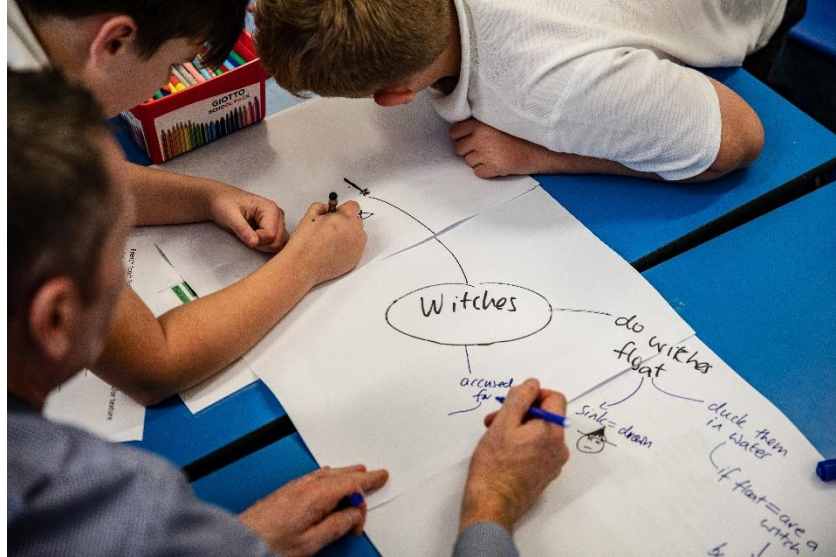




MacIntyre
Academies



Facilities Manager

Venture Academy, Henley-in-Arden, Warwickshire

Recruitment Pack

Recruitment Advertisement

Facilities Manager

Job Title: Facilities Manager
Salary: £23,879.52 - £29,186.08 (D26-E32)
Hours of work: 38 hours per week, 52 weeks
Start Date: ASAP

Reference No(s): 000000028
Location: Henley-in-Arden, Warwickshire
Closing Date: 20th November 2020
Interview Date: TBC

The Role

Reporting to our Business Manager, you will have overall responsibility for the site's security, cleaning, building and grounds maintenance. You will line manage a facilities team and ensure that the academy maintains high standards of presentation, repair and cleanliness. You will work with the Business Manager to develop schedules of maintenance work to be carried out and agree budgets and negotiate preferred rates with contractors.

About You

You will ideally be undertaking a similar role with experience of facilities management either in the private and public sector to include demonstrative experience of building maintenance and repairs. You will have the relevant knowledge of regulatory bodies relating to facilities and the associated health and safety to include writing Risk Assessments. You will be an effective communicator both written and verbal and in turn be a confident negotiator. We need someone who will have a commitment to ensuring that all work that is carried out is undertaken to a very high standard.

Due to the size of our school we require the right candidate to be reactive and operational as well as organised and compliance focussed. You will need to be prepared to take a hands on approach to tasks throughout the school.

You will also need to be able to work on your own initiative, able to prioritise your workload effectively. You need to be sensitive to the needs of children and young people with learning disabilities and have an attitude towards others based on respect, dignity and equality.

"MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process."

*Salaries are dependent upon qualifications and experience

Information for Candidates

When completing the application form please account for all your time since leaving full time education including part-time, voluntary, travelling and independent work – explaining any gaps.

You must also ensure you complete the section relating to previous criminal convictions and sign the application form.

Pre-Interview checks /References

Details of two referees must be provided on the application form including full postal address and an email address. Referees must know you in a professional capacity and should be well placed to comment on your suitability for the position for which you are applying. One should be your current or most recent employer. References will be obtained if you are short listed for interview for consideration during the selection process unless you specifically state you do not wish this procedure to be adopted. We also reserve the right to approach any previous employer listed on your application form. We will ask previous employers to provide information on you suitability to work with children and any disciplinary offences, allegations and investigations, including expired offenses.

Please note that the school may conduct a social media check on applicants invited for interview.

Interviews

You will be given the opportunity to tour the school and meet members of the team that you would be joining which will help you decide whether you would be happy working as part of the schools team.

Full details of all the selection activities will be provided in the letter inviting you to interview.

The Asylum & Immigration Act 1996 and the immigration (Restrictions on Employment) Order 2004 require employers to establish that an individual is entitled to work in the UK prior to that person commencing employment. This entitlement must be evidenced at interview stage and a copy will be retained once a formal offer has been made and accepted. You will be therefore asked to bring documentary evidence of your identity to interview as evidence of your right to work in the UK such as passport, national insurance card or work permit. If applying for a teaching post, original documents confirming your educational / professional qualifications will also be required.

Equalities

Venture Academy is committed is to promoting equality and diversity in the education of our students and the employment of our staff and to avoiding unlawful discrimination in employment , the delivery of our service to students and interactions with our other customers.

The school will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Job descriptions and Person specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the criteria of the job, taking into account any reasonable adjustments that may be required for candidates with a disability.



Our Vision and Ethos

We believe all children and young people, regardless of disability or difficulty, deserve the best education possible. We want our pupils to be ambitious for themselves and we need to be ambitious on their behalf. Therefore our aim is to deliver an 'outstanding' school with outstanding outcomes. Our school welcomes the involvement of families, keeping education individualised to each child/young person. Venture Academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and positive behaviour support. It will continue to evolve according to local needs.

Venture Academy is delivered in close partnership with Warwickshire County Council and South Warwickshire Academy Trust to establish solid partnerships with all local stakeholders to ensure we provide innovative and child centred education to local children/young people and their families. Many of the children and families may have struggled to access facilities and services successfully due to the complex needs of their children or other factors and it is anticipated that Venture Academy will extend the breadth of appropriate local services. By understanding and responding to the current and future requirements of local young people, our aim is that the academy will be a center of excellence within Warwickshire, with a national reputation.

The main aims of the Academy are to:

- Improve outcomes and life chances for children and young people;
- Raise aspirations of both students and staff aspirations for their students;
- Support children back into mainstream schools where appropriate;
- Ensure better transitions, destinations and opportunities after school;
- Accelerate progress in literacy, numeracy as well as a broad and balanced curriculum;
- Operate a school which is environmentally sustainable and financially secure;
- Strengthen community cohesion by being a keystone within the local community;

With a curriculum that focuses on developing academic potential, social, vocational and life skills, we want every child to achieve his or her full potential. The academy's curriculum is motivational and will make connections. Learning is practical, will feel 'real' and relevant and builds on young people's strengths. To achieve this, learning happens in a wide variety of spaces including the local community, the school grounds and in specialist technology spaces. Through engaging projects young people access a broad and balanced curriculum including developing the literacy and numeracy skills which will help them to succeed in their adult life.

Supporting young people to improve their own well-being, particularly their communication, social, emotional and mental health needs, is central to the school curriculum. This includes learning to build positive relationships, being active, contributing positively to their school and local community, broadening experiences and learning to understand and shape their own emotions. We have a holistic and non-judgemental approach to supporting behaviour that empowers the child or young person to engage in education. We believe that a student that is motivated, encouraged and made to feel worthwhile will choose to learn, and as a consequence behave well. Venture Academy supports students to become socially responsible, polite and caring young adults, who value the lives of others and the environment in which they live. All staff, not just teachers, are trained to support children to develop positive behaviours and

Facilities Manager Job Description

Reporting to

Academy Business Manager

Person Specification

Purpose:

To have overall responsibilities for maintaining a high standard of Health & Safety, maintenance, cleaning, security and grounds maintenance across Discovery's site, both internally and externally, including the school vehicles.

To be responsible for the effective management of the site staff and resources.

To work as part of Discovery's support team ensuring safety and high quality maintenance of all buildings and their contents. To maintain Health and Safety standards in all areas and to comply with good practice, policies and procedures, as laid down by statutory regulations; Discovery's Health and Safety policy and Manual, with particular regards to COSHH, Risk Assessments, Water Hygiene & Safety; Electricity at Work, Safety at Work, Manual Handling, and any other relevant legislative or regulatory requirements relating to the Discovery Academy.

Key Responsibilities:

1. Ensure effective and efficient maintenance, replacement and repairs are carried out to a very high standard. Prioritise repairs and requests ensuring work is carried out within the allowed timescales using the site team or external contractors if required.
Ensure necessary weekly, monthly and annual checks (e.g. Legionella) are undertaken and recorded.
2. Carry out regular site inspections.
3. Manage emergency, or occasional, cleaning and clearing requirements in the event of leaks; floods; adverse weather; soilage; breakage and spills.
4. Provide organisational and advisory support to the Principal, Local Advisory Board and Business Manager as appropriate, on buildings, Health & Safety and site issues.
5. Manage the site team effectively to meet the relevant performance standards.
6. Manage the cleaning contractor and grounds maintenance to meet the required standards based on the Service Level Agreement.
7. Have overall responsibility for effective security within the school and its environment, including emergency call-outs as appropriate.
8. To create, review and manage the effective communication of the Emergency Plan (including disaster recovery), liaising with the Business manager as required.
9. Review the accident books on a fortnightly basis and report results to Senior Leadership Team.
10. Drive and maintain (diesel, oil, tyres etc) 4 school vehicles as required.
11. Liaise with the Business Manager with regard to insurance claims for vehicle damage or accidents and liaise with repairers.
12. Liaise with the Business Manager to ensure that statutory Health and Safety training is accessible by all relevant staff.
13. Create and maintain a Health & Safety Induction procedure.
14. Liaise with the Safeguarding lead regarding Fire training and practice drills.
15. Ensure that Personal Protective Equipment and hygiene products are always available to colleagues.
16. Manage a budget to ensure that budget control in planning for immediate, medium term and long term planning of the development of the site and ensuring all statutory requirements are undertaken and clear planning is in place
17. Assist at events which may be out of normal working hours, using the Discovery Calendar to plan for events including the setting up and clearing away of equipment and furniture.
18. Attend staff meetings and training days as required.

Accountability

1. To ensure that all site team activities meet the requirements of recognised regulatory bodies such as Environmental Health, Health and Safety Executive, Ofsted and any other relevant body.
2. To strictly adhere to the School's Safeguarding and Child Protection policies and procedures.
3. To maintain records in relation to Health and Safety to include the creation and updating of risk assessments based on the Risk Assessment schedule, taking into account any changes in premises, procedures or risk over time ensuring that they are regularly updated, read, understood and signed by relevant colleagues. To provide Health & Safety advice to colleagues including Risk Assessments if necessary. To be proactive in reducing the risk of Health & Safety issues. To respond to all Health & Safety issues arising, and where possible make safe.
4. To carry out compliance checks as required to meet statutory or Discovery guidance; these include but are not limited to Fire Alarm and emergency lighting tests; plant servicing; PAT testing; checks of water temperature; water flushes and vehicle checks.
5. To complete the Macintyre Academies Trust Quarterly Health & Safety Reports and Annual Health & Safety Audit. To share the resulting actions plans with the Senior Leadership Team
6. To ensure that all equipment used to carrying out maintenance activities is kept well maintained, in good working order and accounted for.
7. To ensure, with the Office Manager, the First Aid Boxes are stocked according to the Health & Safety Manual.
8. To issue and collect keys and fobs for all staff, keeping up to date records.
9. To procure quotes for any works required and submit to the Business Manager for approval.
10. To negotiate prices, terms, conditions and timescales for work with external contractors, maintaining all required documentation for internal and external review.
11. To manage the quality and progress of all work being carried out by external contractors working within the school buildings and ensure compliance with Discovery and regulatory standards.
12. To create an annual programme of works to include the servicing, repair and testing of electrical, heating, water, alarm and fire equipment for Discovery. To advise senior staff of this programme and maintain all necessary records.
13. To create an annual programme for major property repairs and renewals in consultation with the Senior Leadership Team.
14. In consultation with the Senior Leadership Team, review all site aspects for Discovery and develop an annual internal decoration programme.
15. To plan a work schedule with the site team ensuring broad coverage for the day and week over 52 weeks, to deliver best value for Discovery Academy.
16. To carry out on-call duties when necessary for any emergency and out of hours work ensuring there is adequate site team cover at all times including weekend work.
17. To ensure that all school vehicles are maintained and serviced at correct intervals in accordance with the manufacturers guidelines and the Health and Safety Manual.
18. To be responsible for your own personal and professional development and that of your team, undertake learning and development activities as required.
19. To participate in Discovery's performance management process and to carry out the supervision and the appraisal of individual members of the site team if required.
20. **Additional Duties:**
 - To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
 - To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
 - To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.

Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Knowledge and experience	<ul style="list-style-type: none"> • Relevant Health and Safety Qualification • Knowledge of working with regulatory bodies and associated legislation, to include: <ul style="list-style-type: none"> • COSHH • Electricity at Work • Safety at Work • Manual Handling • Water Hygiene & safety • Demonstrable experience in management and undertaking of building maintenance and repairs • Experience working with Contractors • Experience of working in a team • Excellent role model • Experience of managing Health & Safety requirements, compliance and writing Risk Assessments • Experience of managing budgets • Demonstrative experience of report writing and planning a schedule of works. • Evidence of continuing professional development. • Practical experience of managing overlapping priorities and requests • Use of IT – Email, Word and Excel • Hold a full clean driving licence and be able to drive a car/van (have driven for a minimum of one year). 	<ul style="list-style-type: none"> • Experience of working in a school environment
Personal attributes and skills	<ul style="list-style-type: none"> • Sensitive to the needs of children and young people with learning difficulties and an attitude towards others based on respect, dignity and equality • Excellent communication skills both written and verbal • Clear desire to work within an Academy setting comprising of education and children’s home • Commitment to flexible working hours • Keen to further professional development and skills • Enthusiastic and approachable • Hardworking and conscientious • Self-motivated • High expectations of staff behaviour and conduct • High expectations of staff performance • Willingness to share expertise • Ability to prioritise tasks • Flexible and adaptable to the role 	

Competencies

<p>Professional Qualities: Leadership</p>	<p>The Candidate must be able to demonstrate their ability to :</p> <ul style="list-style-type: none"> • Be respected as a role model, internally and externally, demonstrating a high quality approach to all aspects of work. • Lead the implementation of strategy, local service development plans and tasks to meet the changing needs of people we support and corporate objectives. • Create high engagement and enthusiasm amongst staff teams and stakeholders by adopting a proactive, positive and ambitious approach.
<p>Professional Qualities: Improving Service Quality</p>	<p>The Candidate must be able to demonstrate their ability to :</p> <ul style="list-style-type: none"> • Ensure the successful delivery of MacIntyre's 'Great Interactions' across all services. • Drive a high standard of person centred provision across all services. • Audit all policy and practice initiatives, evidencing outputs and reflecting on outcomes. • Effectively deliver change within services to meet changing business objectives. • Ensure successful compliance across all services and effectively manager relationships with regulatory bodies.
<p>Professional Qualities: Managing External Stakeholders</p>	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • Establish and maintain successful collaborative working relationships with key stakeholders at a senior level. • Promote MacIntyre Academies' values and reputation effectively to a range of audiences. • Communicate effectively using a range of techniques. • Identify and successfully convert new business opportunities.
<p>Professional Qualities: Results & Quality Focus</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Provide clear direction for direct reports and staff teams, linked explicitly to business objectives and the needs of the children and young people we support. • Provide effective performance management using a range of leadership techniques and management tools. • Encourage and support personal development within all direct reports.
<p>Professional Qualities: Maintaining Commercial Disciplines</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Successfully manages budget, resources and expenditure for a significant service area. • Anticipate key commercial risks and develops effective action to address and mitigate them. • Demonstrate and articulate value for money services in line with external and internal drivers.
<p>Professional Qualities: Personal Development</p>	<ul style="list-style-type: none"> • Use personal integrity, with commitment to openness, inclusiveness and high standards. • Be committed to self-development and takes responsibility for own personal development plan.

	<ul style="list-style-type: none"> • Show self-awareness of own strengths and limitations and acts accordingly.
<p>Professional Qualities: Specific essential criteria</p>	<p>The Candidate must be able to demonstrate the ability to :</p> <ul style="list-style-type: none"> • Demonstrate relevant experience which makes you suitable for this role. • Meet the needs of the children and young people we support at times appropriate to their lifestyles. • Complete work to high standards, focussing on the needs of the children and young people • Continually assess how to improve or maintain the quality of practice and service provision. • Plan ahead, evaluate risks and develop contingencies when planning. • Organise and prioritise your work.

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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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