

The **GALLERY TRUST**

A community of special schools



**Facilities Manager
Candidate Information Pack
January 2023**



Thank you for your interest in the post of Facilities Manager at Springfield School and Madley Brook Schools

Springfield School is a special school for children aged 3 to 16, who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building alongside the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

Madley Brook and Springfield Schools are looking to recruit a Facilities Manager to join our friendly and enthusiastic teams. This is an exciting opportunity to work on co-located sites and involves working for two schools and two Multi-Academy Trusts [River Learning Trust and the Gallery Trust].

The successful candidate will play an important part in ensuring that an effective, safe and efficient service is provided to staff, pupils and parents of both schools.

We are looking for someone who has an excellent work ethos with a pride in what they do; is enthusiastic and uses their initiative; is a team leader with excellent communication skills and has experience of managing facilities.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher

Job Title: Facilities Manager

Salary / Grade: Grade 9 £27,741 - £30, 451 pro rata
(£30,740 - £33,743 based on 41 hours per week)

Hours: 41 hours per week
Monday to Friday 7.30am - 12.00
1.00pm - 4.30pm [one day to 5.30pm]

Contract type: Permanent – Gallery Trust – 9 hours for Springfield Secondary Site
Permanent – River Learning Trust – 32 hours
15 hours for Madley Brook Primary
17 hours under Service Level Agreement for Springfield Primary

Responsible to: Madley Brook and Springfield Head Teachers

Review of Role: Annually at Appraisal meeting

Benefits of working at Springfield School, part of The Gallery Trust

At Springfield, we want to provide you with a rewarding and enriching career, which enables you to achieve job satisfaction through a range of opportunities and benefits in our school.

Every staff member at Springfield is valued for the contribution they make to improving outcomes for our fantastic pupils, and we place a strong focus on the importance of retaining our talented and versatile staff.

Benefits of working at Springfield School include:

Professional Development Opportunities

- Training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Excellent terms and conditions
- Access to attractive pension plan (LGPS), linked to salary life assurance
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance

- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee

Application Process

To apply for this post, please use the following link on My New Term

<https://www.mynewterm.com/jobs/145648/EDV-2023-MBCPS-91962>

Closing Date: Sunday 19th February 2023 at 5.00pm

Shortlisting will take place with reference to the job description and person specification.

Interview Day will be Wednesday 22nd February 2023.

Start Date: As soon as possible

You can download the job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

For further details or to arrange a visit, please contact Harri Martin School Business Manager of Springfield School on 01993 862976 or email: recruitment@springfield.oxon.sch.uk

Please submit your application by **5.00pm on Sunday 19th February 2023**. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Shortlisting will take place on **Monday 20th February 2023**, the selection will be with reference to the job description and person specification. The interviews will be held on **Wednesday 22nd February 2023**. The interview process will include a series of tasks and a panel interview.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Facilities Manager

Job Description

Job Purpose:

To carry out designated duties to ensure that the sites are safe and fit for purpose.

To be responsible for the maintenance and care of the Schools thus providing a safe, secure and pleasant working environment for the school community.

Applicable contract terms and duties

This job description is to be performed in accordance with the duties set out by the school for Facilities Manager and to locally agreed conditions of employments for Support Staff, to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Principal Responsibility Areas:

- To set up a schedule of routine tasks relating to the servicing and maintenance of the sites and manage emergency maintenance.
- To set up and monitor all service contracts relating to the premises and grounds.
- To carry out appropriate administration tasks to support the efficient management of the premises.
- To manage the budget allocation for servicing, repairs and maintenance.
- To follow all identified and required Health and Safety procedures.
- To liaise with RLT and the Gallery Trust and the Local Authority where appropriate over building issues.
- To line manage premises staff including Springfield Pool Staff.
- To liaise with School Businesses Managers regarding the site lettings
- To report to the Springfield and Madley Brook Head Teachers and report to Governors as requested.
- To manage the Hydrotherapy Pool [Springfield only].
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.

Key Tasks:

Security

- Ensure the security of the site and buildings in conjunction with the caretakers including being the first point of contact for the security company if there is an issue and attend where required.
- Covering for caretaker sickness absence and holiday
- Undertake regular security checks and identify security risks.
- Ensure the provision of suitable locks and keys.
- Ensure the buildings and site is safe from unwanted materials, fire hazards or any other items or situations that may pose a risk.

Maintenance

- To manage and keep records of periodic site inspections, maintenance and service tasks to ensure site facilities, fixtures and fittings are kept in accordance with statutory requirements and liaise with the Springfield and Madley Head Teachers with regard to budgets.
- To organise and carry out minor improvements and decoration programmes as agreed with the Springfield and Madley Head Teachers.
- Manage routine maintenance, repair schedules and specialist repairs.

- To assist in the operation of a planned preventative maintenance programme and for routine inspections of the buildings, services, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To develop a maintenance schedule of work required in the school premises to ensure that the buildings are in good order at all times.
- To carry out the work identified in the above schedule in house where possible and to employ contactors where necessary following best value procedures.
- To direct workmen and contractors to the sites of repair and maintenance and ensure that repairs and maintenance tasks are carried out promptly, within the requirements of health and safety regulations and to a high standard. Includes organising the servicing and repairs of hoists for Springfield.
- To oversee all service contracts and ensure that these take place when required. To monitor the service delivered and follow best value practice when contracts are due for renewal.
- To maintain the grounds on the secondary site.
- To manage the regulation of control instruments' settings.
- To organise the annual electrical testing of equipment and complete tests during the year as required.
- To have knowledge of the premises' water and gas circuits and control valves in order to direct engineers correctly for maintenance or to operate themselves in case of emergency.
- To check and replace all electric filament lamp bulbs and fluorescent tubes in such positions that they are safely accessible and those to which access equipment has been provided
- To have knowledge of and ensure the efficient and correct operation and maintenance of heating plant and electrical systems.
- Check play equipment on a regular basis and keep required records.
- Undertake specialist cleaning duties as required and removal of hazardous waste on a weekly basis.
- To keep an inventory and manage the storage of maintenance equipment.
- To order materials and equipment and to provide a stock of common items for repair and maintenance.
- To place orders in line with the Schools' financial procedures.
- To take and monitor recordings of fuel consumed and check fuel gauges on the automatic gas fired boilers and follow up issues related to unpredicted energy consumption.
- To liaise with the Finance Officer regarding meter readings and checking statements.

Health and Safety:

- To ensure that both sites comply with all Health and Safety procedures and that the documentation is in place for the annual audit.
- To maintain and regularly update the necessary Health and Safety documentation including accessing the internet for updates.
- To ensure the periodic testing of fire alarm, emergency lighting systems and fire-fighting equipment. Maintain and update records and files.
- To ensure the periodic testing of water temperatures, purging of water systems and cleaning of shower heads in accordance with the legionella risk assessment and statutory requirements. Maintain appropriate records and files.
- To ensure contents of First Aid boxes are up to date, three times per year.
- To ensure that all premises COSHH sheets and risk assessments are up to date and shared with relevant staff.

- To lead on Fire Safety issues at both sites and ensure that regular practices are held and issues followed up.
- In the case of fire, flood, breaking and entering, accident and major damage to carry out the appropriate procedures in order to ensure the health and safety of the premises and the school community.

Administration and Supervising

- To arrange cover in the absence of premises staff.
- To liaise with officers from the Trusts in relation to building works to be carried out at the schools.
- To deal with queries pertaining to the premises from teaching staff, pupils, officers and employees of the LA, workmen and contractors, or members of the public (written, oral, or by telephone)
- To source equipment required and manage control of stock.
- To liaise with caretaking and cleaning staff.
- To coordinate the hiring and letting of the school premises.
- To complete the induction and line management of premises staff including annual appraisal meetings.
- Provide highly specialist advice and guidance as required.
- Co-ordinate safe movement of furniture and equipment throughout the school
- Be involved in recruiting site staff.

Lettings

- Consider the implications of all requests received for the health, safety and security of pupils and staff.
- Ensure that all external organisations abide by the conditions of hire and health and safety as laid out in the document.

Hydrotherapy Pool

- To monitor daily the water temperature of the hydrotherapy pool and adjust if necessary.
- Order stock of chemicals and test reagents.
- Oversee pool plant operations.

Person Specification

Qualifications & Training	Essential	Desirable
Willingness to undertake induction training	X	
Good numeracy/literacy skills / GCSE (or equiv) Maths and English	X	
Specific training in specialist area		X
Experience	Essential	Desirable
Experience of managing a team	X	
Experience of day to day building maintenance and repairs	X	
Caretaking/cleaning/site-keeping and security experience in a large building/business	X	
Experience of monitoring, evaluating and recording Health and Safety compliance	X	
Experience of managing a budget allocation	X	
Experience of swimming pool maintenance		X
Experience of liaising with contractors and outside agencies		X
Safeguarding	Essential	Desirable
Demonstrates commitment to the protection and safeguarding of children	X	
Professional qualities	Essential	Desirable
Knowledge of use of ICT and other specialist equipment/resources	X	
Working knowledge of relevant policies/codes of practice/legislation		X
Ability to self-evaluate learning needs and actively seek learning opportunities		X
Knowledge of Health & Safety procedures and precautions	X	
Knowledge of COSHH regulations	X	
Awareness of health and hygiene procedures	X	
Knowledge of moving and handling procedures	X	
Willingness to participate in development and training opportunities	X	

Personal attributes	Essential	Desirable
Ambition, enthusiasm, determination and an insistence on high standards	X	
A solutions focused approach to working	X	
Team-leading skills	X	
Excellent communication skills with the ability to relate well to others	X	
Be able to work under pressure, prioritise and manage time effectively	X	