



OUR MISSION

Providing a formidable education, within the classroom and beyond, to inspire the next generation of global citizens

The Learning Community Trust is a multi-academy trust which spans education for children and young people from the age of 2 years old through to 16 years old, and up to 25 years old in our specialist settings. We have an excellent reputation both regionally and nationally and are proud to place our pupils, staff and families at the heart of everything we do. We want our pupils to thrive, enjoy school, and understand the importance of respect for others.

We believe that pupils should have access to a formidable educational experience, ensuring a mindset for success and a readiness to thrive, preparing them for their futures as global citizens. The Learning Community Trust exists because we have a commitment and passion for providing great academies for our communities. We acknowledge and celebrate the distinctness and individuality of each academy's community; we celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.

The trust academies span across the education sector, with primaries, secondaries, and specialist academies. This means we are responsible for thousands of pupils and staff across our campuses; we take that responsibility very seriously. Each academy is individual and has its own distinctive ethos. However, we all share the same LCT value, to support all our pupils to ensure that – regardless of their background or starting point – they can achieve exceptional educational outcomes.

Our absolute focus is to provide the highest quality of education and pastoral care in our academies, developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

Staff members across our Trust benefit from a broad spectrum of training opportunities, including nationally recognised development programs, all tailored to support the specific needs of our academies and their personnel. Whether you are beginning your journey in education or are an experienced leader, we are here to ensure you reach your fullest potential.

For more information about the Learning Community Trust, and our academies please visit:

Job Title:	Academy Facilities Manager	Salary:	S01	Work Schedule:	52 Weeks, 37 Hours
Location of Role:	Ercall Wood Academy				
Trust Mission and Vision					
Mission Statement: Providing a formidable education, within the classroom and beyond, to inspire the next generation of global citizens					
Vision: Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.					
How our vision aligns with our teachers' roles					
A Trust With Heart	Successful Pupils	Never Leave A Child Behind		Learning For All	
Thriving Community	Respect For All	Together We Are Stronger		Coping With The Challenges Of Life	
Role Specific Information					
Main purpose of role	<ul style="list-style-type: none">To undertake the efficient management of the buildings and site, including health and safety and certain technical and administrative duties and budgetary responsibility for the resources required for those purposes, to ensure their most effective use.Take the lead on all Health & Safety Matters supporting the Operations Manager and Principal.To manage facilities management outsourced contracts including cleaning and catering.To manage lettings and develop strategies with the Operations manager and Principal to increase income.Teamwork and initiative will be vital, as will the ability to quickly grasp the complexities of Academy life and the needs of individuals and groups within this setting. The ability to communicate well at all levels will be essential, as will the ability to quickly gain an understanding of the roles and responsibilities of others.To be able to work flexibly and cover site staff absences when required.				
Duties and Responsibilities	Leadership & Management <ul style="list-style-type: none">To attend and contribute to Senior Leadership Team meetings when required.Assist the Operations Manager with planning and change, in accordance with the Academy's development / strategic plan.Lead, manage, recruit, motivate, train, appraise (performance assessment) the site services team including arranging work schedules, monitoring caretaking and cleaning duties, identify training needs; to achieve quality work and the most effective deployment and competence of staff.Manage the catering & cleaning contract.				

- Ensure lettings are promoted and facilitated to generate additional income.

Health & Safety

- Health and Safety Co-ordinator for the Academy, liaise with senior management, teachers and the Health and Safety Trade Union Representative. Maintains and monitor health and safety standards and procedures. Ensures that health and safety policy and practice meet statutory requirements and is communicated effectively.
- Liaises with Trust and other statutory bodies regarding health and safety policy.
- Manage Fire Evacuation policy and procedures. Ensure that fire risk assessments are complete, controls practice evacuation and fire prevention.
- A member of the Health & Safety Committee
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety
- Ensure the safe maintenance of all Academy premises.

Site

- Manage all issues relating to the improvement and security of school and joint use buildings/site:- including the provision of professional advice and regular reports to senior management team and developing and maintaining the Asset Management Plan and asset registers.
- Manage the maintenance of the buildings and amenities of the school and community areas through the development of the annual Buildings Improvement Programme, effecting all necessary repairs and improvements to maximize the effective use of the site to the school and the community and within the budget provision.
- Manage, monitor and oversee the operation of the engineering systems including heating, lifts etc. to ensure the most economical and effective use of energy and water across the entire site.
- Manage site security systems to ensure Site Security.
- Ensure fire alarm and firefighting equipment are inspected and tested and electrical appliance inspections are carried out, reporting any failures to comply with statutory obligations in this area and ensure the contractors' work meets Health and Safety Regulations.
- Manage and monitor all premises-related budget headings, and advise senior management, including maintenance and buildings improvement; ensuring that expenditure on such headings remains within budgets.

	<ul style="list-style-type: none"> • Manage all grounds maintenance ensuring that standards specified are achieved from an outsourced contract. • Plan, design, draw up specification, arrange for competitive tendering, advise senior management on all tenders for minor/major alterations and/or maintenance work by contractors, schedule and monitor all premises-related work to ensure specified standard are achieved. • Liaise with Trust staff and contractors in respect of Government funded works at the school. • Negotiation, management and monitoring of facilities contracts, tenders and agreements for the provision of services for the school and joint use facilities, achieving best value for the school. • Project manage buildings contracts and project oversight, liaising with LCT, contractors, agencies and professionals. • Promote and manage the community use of the site. • Manage the school's lettings policy. • Where appropriate, manage and seek funding applications from lottery or other sources for long term and specific project funding. • Ensure a safe environment for the stakeholders of the Academy to provide a secure environment in which due learning processes can be provided. <p>Reporting: Line Manager: Operations Manager and ultimately the Principal.</p> <p><u>Employee qualities</u></p> <ul style="list-style-type: none"> • Ambitious - A strong desire for success, growth, and learning. Ambitious employees are motivated and driven to achieve their goals. • Humble - Humble employees are open to feedback, willing to learn, and embrace change. • Emotionally intelligent - The ability to recognise and regulate one's own emotions, while also understanding and responding to the emotions of others. Encompassing skills such as empathy, self-awareness, and effective communication • Resilient – The capacity to adapt to change, overcome challenges in both the whole academy and classroom settings, while maintaining a success-oriented mindset and a readiness to flourish • Collaborative - demonstrate strong collaboration skills, with the ability to work effectively as part of a team, foster open communication, and actively contribute to professional development opportunities.
Specific additional role based on specific appointment:	

Name of Staff:		Signature:		Date:	
HR Name of Staff		Signature:		Date:	

This job description may be reviewed as part of the appraisal process and may be subject to amendment or modification after consultation with the post holder

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders' professional responsibilities and duties, including the provision of high-quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of the principal or the Learning Community Trust or the incumbent of the post.

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) and an online search for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process.

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy. [Link to KCSIE / Safeguarding policies?](#)

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• GCSEs grades 9 - 4 (A* to C) in English and Maths• NEBOSH General Certificate or prepared to work towards gaining within 12 months• IWFM recognised qualification in Facilities Management• Significant relevant experience in:<ul style="list-style-type: none">• Building, fire, asbestos, legionella, COSHH and health and safety regulations.• Practical maintenance ability and knowledge of plumbing and electrics.• Technical knowledge.• Supervisory/management skills.• Administration and financial systems.• Budgetary control.• Contract and tendering process.• Contract Management.• Negotiating contracts.• Facility Management.• ICT applications, spreadsheets, access, word processing.
Skills and knowledge	<ul style="list-style-type: none">• To facilitate smooth operation of school activities.• Planning and timetabling of cyclical maintenance work.• Knowledge of plant equipment.• Ability to complete and review Risk Assessments.• Contractor management• Safe operation of sites• Action plans and remedial works

**Personal
qualities**

- The ability to adapt to changing circumstances and new ideas
- Attention to detail
- Integrity and commitment to good governance
- Ability to be respectful and promote equality of opportunity and diversity
- Motivated
- Flexible
- Punctual
- Ability to relate well to children, staff and parents
- Work on own initiative
- Flexible approach to working environment
- Ability to meet the physical demands of the post.
- Ability to bring to the role - initiative, enthusiasm, professionalism and commitment.