



Education, training, skills and employment services on one campus to raise standards in education for ALL

## **BMAT**

### **Trust Facilities Manager**



Thank you for expressing an interest in this role.



# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

**BMAT Trust Facilities Manager**

**Circa £45K**

**Salary dependent on qualifications and experience**

**Permanent**

**Full-time 36 hrs per week**

**52.14 weeks per year**

**Local Government Pension Scheme (LGPS)**

**Closing Date: 30 November 2018**

The qualified candidate should be a proven team player who is resilient and confident in decision making. The individual must be innovative, able to work under pressure, possess an eye for detail and be able to motivate others. This position deals with a wide variety of people and therefore requires sound communication, strong organisation and excellent interpersonal skills.

BMAT is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at [www.beaconacademytrust.co.uk](http://www.beaconacademytrust.co.uk)

Please forward your electronic applications to [beasuccess@beaconacademytrust.co.uk](mailto:beasuccess@beaconacademytrust.co.uk)

**Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.**

## Role Profile

### Purpose of role

Provide leadership, guidance and strategic direction in the provision of the site and facilities of BMAT

The BMAT Trust Facilities Manager is responsible for all matters relating to facilities services working in liaison with the BMAT Trust Services Manager, Finance Director and site staff across the Trust

### Performance Management

- Responsible to the Finance Director
- Responsible for the direct line management of the Trust site and cleaning services teams
- Responsible for the leadership and guidance of relevant support staff

### General duties and responsibilities

**Strategic Leadership**

- To direct and support Quality & Assurance activities across BMAT, enabling the Trust to deliver its strategy and targets, to improve its operational efficiency and performance, and ensure compliance
- Provide advice and direction on current and future statutory guidance on Health, Safety & Environmental legislation in the Education sector, guidance and practices to ensure continual improvement in the development of BMAT's Health, Safety & Facilities strategy
- To assist in the strategic planning for future development of the sites' buildings and the business development of operational services in liaison with the BMAT Services Manager
- To be responsible for the facilities budget, monitoring variations and investigating inconsistencies. Notifying relevant parties of any concerns or disputes
- Comply with the Trust's procurement and tendering policy
- To assist in long-term capital expenditure forecast for the Trust
- Lead on the planning and implementation of any new capital and refurbishment projects

**Site Management**

- Liaise with all contractors, planned works schedules and supervise their work where appropriate.
- Ensure the continuing availability of utilities, site services and equipment.
- Take a lead on advising on and ensuring the maximum levels of security for the Trust's sites are consistent with safeguarding legislation and the ethos of the Trust.
- Liaise with HR to ensure all contractors on site comply with the trust SCR requirements
- Liaise with the BMAT Trust Services Manager to ensure that the lettings of the Trust to outside organisations are appropriately accommodated and BMAT achieve value for money.
- Liaise with the Trust Services Manager to ensure catering H&S compliance across the trust
- Overall management of the Trust sites services including site and cleaning teams
- Lead the site teams to implement the site decisions of the Trust
- Developing appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair
- Acting as budget holder for areas of delegate responsibility, such as repairs and maintenance, health and safety and furniture, fixtures and fittings

- Review accommodation needs by liaising with the principals and SLTs to deliver creative solutions to problems.
- Ensure smooth running of all site events and anticipate need linked to the school calendars, exams and results days

#### **Health and Safety**

- Ensure Trust compliance to statutory legislation
- Liaise with external H&S provider
- Communicate regularly at all levels within BMAT on Health & Safety issues
- Oversee regular testing of the fire alarm systems and equipment in partnership with site teams
- Contribute to risk registers, policies and procedures to ensure successful control of Health, Safety & Environmental risks
- Ensure all H&S requirements for site visitors or contractors are compliant
- Actively commit to making the Trust's schools safe and stimulating environments for staff, pupils and visitors.
- Develop relationships with external HSE bodies to ensure compliance, audit and safety
- Ensure that all accidents and near miss events are promptly and thoroughly investigated, lessons learnt are shared and that accurate reports are completed and all relevant information retained

#### **General**

- Proactively engage with the Trust Executive and/or their delegates
- Establish good working relationships with all stakeholders and external agencies
- Lead a culture of continuous improvement across the Trust, working to improve efficiency and effectiveness in all areas of responsibility.

**The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.**

### Generic Role Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>		
1. Trade and or Building qualifications – e.g. CIOB, CITB, City & Guilds	E	A/I/R
2. GCSEs (C or above in Maths English and IT)	E	A/I/R
3. Degree or equivalent	D	A/I/R
<b>Knowledge/Skills/Experience</b>		
4. Strong leadership and management skills and a proven track record of leading a large team	E	A/I
5. Knowledge and practical experience of Health and Safety	E	A/I
6. Statutory compliance to H&S at work Act 1974	E	A/I
7. Direct experience of complex trouble shooting and identifying areas for improvement and implementing	E	A/I
8. Demonstrate strong communication skills and the ability to build relationships with key stakeholders at all levels	E	A/I
9. Excellent organisation skills and ability to prioritise and adhere to deadlines	E	I/R
10. Excellent administration skills and attention to detail	E	A/I/R
11. Proficient in Office packages including Word and Excel	E	A/I
12. Tendering and contract negotiations	E	A/I
13. Effectively manage staff across multiple sites and locations	E	A/I
14. Development of rolling capital programmes	E	A/I
<b>Attributes</b>		
15. Reliable, respectful, responsible & conscientious approach	E	A/I/R
16. Flexibility to deal with the diverse needs of the post; movement within the Trust and regular travel between locations	E	A/I
17. Establish and maintain appropriate professional relationships	E	A/I/R
18. Integrity and confidentiality to be maintained at all times	E	A/I/R

19. High level of initiative and ability to work independently or as part of a team with a range of staff	E	A/I/R
20. Able to remain calm and composed under pressure and work to deadlines	E	A/I/R
21. Commitment to and understanding of equal opportunities and safeguarding	E	A/I/R
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