



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

Madley Brook Primary School opened in September 2003 to provide mainstream education for pupils on the Madley Park estate. We can accommodate 315 pupils and also have a growing nursery. Our aim is to value each pupil. To provide learning opportunities that will develop the whole child. We will encourage them to have limitless aspirations, to have a passion for learning and to enjoy life and above all, have a sense of fun.

Springfield School is a special school for primary and secondary age children who have been identified as having Severe or Profound Learning Difficulties. There are currently 114 children on roll and all the pupils have an Education, Health and Care Plan (EHCP). The school relocated to the primary site in 2003 and the secondary site building opened in 2005. 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 both strongly believe in the benefits of integration and inclusion through our uniquely integrated and purpose-built site. We work hard to promote inclusive activities with our partner schools and the wider community.

Madley Brook School converted to Academy status on April 1st 2018 as part of The River Learning Trust. The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training provider (SCITT). We are united by our principles and our commitment to working together to achieve excellent in education.

Springfield School joined The Gallery Trust in July 2020, this is an expanding Special Needs Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence, and is influential in the development of SEND strategy in the county.

Please visit our websites to find out more about the schools and Trusts, and if you would like to visit the school to find out more about this opportunity and inform your application.

On behalf of the schools, thank you again for your interest and we look forward to hearing from you.

*Emma Lawley
Headteacher
Springfield School*

*Marianne Ray
Headteacher
Madley Brook School*



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

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 manage the site lettings to maximise additional income.
- 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.

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



Facilities Manager			
Qualifications & Training	Essential	Desirable	How Assessed
Willingness to undertake induction training	X		Interview
Good numeracy/literacy skills / GCSE (or equiv) Maths and English	X		Application
Specific training in specialist area		X	Application & Interview
Experience	Essential	Desirable	How Assessed
Experience of managing a team	X		Application & Interview
Experience of day to day building maintenance and repairs	X		Application & Interview
Caretaking/cleaning/site-keeping and security experience in a large building/business	X		Application & Interview
Experience of monitoring, evaluating and recording Health and Safety compliance	X		Application & Interview
Experience of managing a budget allocation	X		Application & Interview
Experience of swimming pool maintenance		X	Application & Interview
Experience of liaising with contractors and outside agencies		X	Application & Interview
Safeguarding	Essential	Desirable	How Assessed
Demonstrates commitment to the protection and safeguarding of children	X		Application & Interview
Professional qualities	Essential	Desirable	How Assessed
Knowledge of use of ICT and other specialist equipment/resources	X		Application & Interview



Working knowledge of relevant policies/codes of practice/legislation		X	Application & Interview
Ability to self-evaluate learning needs and actively seek learning opportunities		X	Application & Interview
Knowledge of Health & Safety procedures and precautions	X		Application & Interview
Knowledge of COSHH regulations	X		Application & Interview
Awareness of health and hygiene procedures	X		Application & Interview
Knowledge of moving and handling procedures	X		Application & Interview
Willingness to participate in development and training opportunities	X		Application & Interview
Personal attributes	Essential	Desirable	How Assessed
Ambition, enthusiasm, determination and an insistence on high standards	X		Interview
A solutions focused approach to working	X		Ap[lication & Interview
Team-leading skills	X		Interview
Excellent communication skills with the ability to relate well to others	X		Application & Interview



Be able to work under pressure, prioritise and manage time effectively	X		Interview
<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)</p> <p>Springfield and Madley Brook Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>			