



The **GALLERY TRUST**



A community of special schools

**Facilities Manager
Bardwell School**

Candidate Information Pack
October 2022

Thank you for your interest in the post of Facilities Manager at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 103 pupils on roll, following recent expansion of the school buildings.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy 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. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

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. Our staff and students will be delighted to meet you!

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



Julie Foot
Head Teacher

Facilities Manager

Grade: 08 SCP 18-23

Work Pattern: Full time, permanent (52 weeks)

Annual Salary: £25,419 - £28,226 per annum

To Start: As soon as possible

Bardwell School is seeking to appoint a Facilities Manager who will demonstrate the skills and abilities to maintain and organise the Bardwell School site to meet the statutory, educational and community requirements of the school.

The Job Holder will be responsible and required to undertake duties in relation to whole site maintenance, including:

- Regular reporting of site issues and maintenance to the line manager / Headteacher / Central Team
- Ensuring commissioned outsourced contractors or other stakeholders, in relation to facilities and premises, undertake all activities required
- Site health and safety issues (such as ensuring all statutory and required test are completed with records maintained)
- Security management and maintenance
- Cleanliness
- Porterage
- Monitoring contracts/contractors
- Routine maintenance and refurbishment
- Minor repairs
- Overseeing lets.

Although certain aspects of the role may be supported by employees or contractors, where such staff are not employed or contractors not used, then the Job Holder will be expected to have a hands-on approach to the role, in ensuring all areas of responsibility are complete – safety, capacity, capability and value for money being the main drivers.

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to and any required communications are forwarded on to all interested and relevant stakeholders.

Benefits of working at The Gallery Trust include:

Professional development opportunities

- Regular 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

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Free onsite parking

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
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

Application Process

To apply for this post, please email jobs@bardwell.oxon.sch.uk

Please submit your application form **17:00 Sunday 30th October 2022** to jobs@bardwell.oxon.sch.uk or by post.

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. 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 is 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.



Bardwell School is a community special school that caters for children aged 2 – 19 years.

Students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. All pupils access the pool for swimming lessons, and pupils with physical disabilities and/or physiotherapy programmes attend additional sessions as required.

The committed team at Bardwell School includes senior leaders, class teachers/unqualified teachers, teaching assistants, lunchtime supervisors, reception, finance and human resources staff, cleaning team, a pool manager and pool assistant, an ICT technician and pastoral and safeguarding lead.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals and lead by the Short Breaks Lead and Short Breaks Deputy and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Bardwell includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nursing provision.



Facilities Manager Job Description

Responsible to: Head Teacher

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the line manager / Head Teacher. The Head Teacher will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

- Maintain facilities and premises to meet the statutory, educational and community requirements of the school.
- Ensure commissioned, outsourced contractors, employees or other stakeholders, in relation to facilities and premises, undertake all activities required.
- Observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Duties and Responsibilities

Premises Management

- Monitor the day-to-day maintenance, repair and cleaning of the school site
- Inspect and report on the state of premises, taking care to note current problems and potential issues, reporting these to the line manager, Head Teacher and central Trust Estates team
- Conduct a rolling programme of redecoration/refurbishment
- Carry out small repairs / supervise repairs carried out by contractors, ensuring best value for money is received
- Develop and maintain appropriate monitoring procedures to ensure that the school site and grounds are kept clean, safe and in a good state of repair and stocked with all necessary supplies
- Monitor work requests, through appropriate job request forms, ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- Monitor the performance of premises staff, such as cleaners and report concerns to the Line Manager / Head Teacher
- Monitor the day to day budget in relation to site maintenance and management
- Install and maintain basic IT Hardware in conjunction with the IT technician.
- Prepare documentation for tenders or specifications of small to medium projects
- Carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual and electronic records where appropriate

Security

- Security of the premises, liaising with Police and other emergency services in this respect as necessary
- Opening up of the school daily (including during school holidays) and locking up during school holidays.
- Ensure that doors, windows, perimeter fences and gates are secured and locked as necessary, and all security alarms are set and working correctly.
- Check, all perimeter fences and gates at least on a daily basis and at other times where necessary.
- Ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded.
- Monitor, report and advise the Head Teacher / Line Manager on all security matters
- Act as key holder for the school and be a contact for emergency call-outs

General Site Duties

- Ensure that all tools and cleaning products are stored and maintained correctly and are not accessible by pupils.
- Set and monitor the school heating and hot water systems, take and log energy readings on a monthly basis and report to the school administration team
- Ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, liaison with pest control, ensure all hygiene standards and regulations are met
- Ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment etc and results recorded
- When available, to provide a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming. When available ensure that halls and other meeting rooms are prepared for events and cleared away afterwards.
- Ensure orders received into school are delivered to the appropriate area / person as necessary
- Ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- Ensure all indoor and outdoor plants are adequately watered during school closure periods.
- Clear up bodily fluids after accidents adhering to health & safety procedures
- Perform summer checks on furniture and equipment and 'deep clean' where necessary
- Deal with, or arrange others to deal with, all burst pipes, leaks, flooding, fires, breakages, accidents, break-ins, as appropriate
- Carry out / arrange for PAT testing annually and keep accurate records
- Ensure clear access to all emergency services
- Carry out maintenance work under some or all of the following headings (or engage/support/assist others to do so):
 - General repairs (e.g. replace coat hooks, door handles).
 - Joinery (e.g. put up whiteboards or noticeboards, furniture repairs).
 - Plumbing (e.g. replace tap washers, ball valves).
 - Glazing (or at least boarding up for glazing by others).
 - Painting
 - Floor maintenance
 - Carpet shampooing

- Window cleaning
- Light maintenance
- Ensure that mechanical aids, steps and other equipment are in a safe condition. Report to the site manager any unsafe furniture or structural defect, or any teaching apparatus where noticed to be defective.
- Deal with graffiti

Health & Safety

- Provide support in relation to Health and Safety, specifically in relation to Facilities Management
- Facilitate external contractors to carry out essential annual maintenance checks, eg security alarms, fire appliances, emergency lighting, electrical surveys, air conditioning, AHU's and plant equipment
- Provide safe access to the school in the event of snow, ice or flooding
- Ensure COSHH assessments are in place
- Have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- Check appropriate risk assessments and method statements of all contracted work to the site
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- Advise on any gaps in relation to Facilities Management risk management
- Ensure that all working practices comply with current legislation

Administration

- Maintain the school's equipment and plant inventory
- Raise orders in compliance with budgets in accordance with the Financial Handbook (or other such document) for items/services required in relation to the Facilities
- Order repairs and maintenance items
- Maintain a record of all inspections and checks carried out
- Attend required training as identified in order to undertake necessary duties

To be flexible and undertake any other such reasonable duties that could be assigned to such a role and position and that falls with the values and ethos of the school.

Selection Criteria Facilities Manager

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Full driving licence 	<ul style="list-style-type: none"> • Specific training in specialist area or trade • NVQ 3 or equivalent qualification • GCSE (or equivalent) Maths and English
Experience	<ul style="list-style-type: none"> • Trade or handyperson experience 	<ul style="list-style-type: none"> • Caretaking/cleaning/site-keeping experience in a school or similar environment
Professional Knowledge & Skills	<ul style="list-style-type: none"> • Willingness to develop knowledge of use of ICT and other specialist equipment/resources • Working knowledge of relevant policies/codes of practice/legislation • Knowledge of Health & Safety procedures and precautions • Knowledge of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to participate in development and training opportunities • Ability to self-evaluate learning needs and actively seek learning opportunities 	
Personal Skills and Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to manage workload and remain calm under pressure. • Ability to form positive relationships with a wide range of stakeholders. • Excellent communication skills. • Ability to adjust work tasks in response to changes in priority. 	

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