



PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK

**BUILDING SERVICES
MANAGER**



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WELCOME FROM OUR CEO

Thank you for taking the time to download the application pack and expressing your interest in the Building Services Manager vacancy at the Prince Albert Community Trust.

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “enable every student to succeed at school and in life” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink that reads "Phillipa Sherlock-Lewis". The signature is written in a cursive, flowing style.

Phillipa Sherlock-Lewis

OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our students to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our students have the potential to achieve the highest academic standards and to compete with high achieving students locally, nationally and internationally. We want to prepare our students for the very best opportunities the world has to offer. To make this possible we nurture excellent partnerships with leading universities and businesses. The success of our schools is built on the relationships we have with our families which is based on mutual trust and an understanding that we only want the very best for our students.

'Our students have the potential to achieve the highest academic standards'



OUR VISION, AMBITION AND VALUES

Vision

Enable every individual to succeed at school and in life

Ambition



Exceptional pupil welfare



Exceptional people



Exceptional education



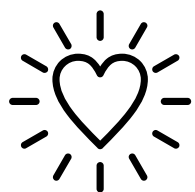
Exceptional infrastructure



Sustainability

Values

In all that we do we demonstrate:



PASSION

Inspiring a love of learning and being determined to make a difference.



ASPIRATION

Wanting the very best for our pupils, our families, our communities and our staff.



COLLABORATION

Working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals.



TRUST

Acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in.

SAFEGUARDING POLICY

CHILD SAFEGUARDING POLICY

At Prince Albert Community Trust we are committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

KEEPING CHILDREN SAFE IN EDUCATION 2025

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, social media, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit each school's website by clicking on the images below for their full policy.



ROLE INFORMATION

JOB TITLE: Building Services Manager

SALARY: Grade 3, SCP 9-22

ACCOUNTABLE TO: CEO, Business Lead for Estates, Director of Estates, Executive Head, Head of School.

JOB DESCRIPTION: BUILDING SERVICES MANAGER

CORE PURPOSE

To assist the Building Services Manager to provide a clean, safe, and secure environment for users of the school buildings and grounds at any of our PACT schools.

SPECIFIC RESPONSIBILITIES

- Be responsible for the efficient and effective running of the site including organising grounds maintenance as directed by Head Teacher/Business Lead for Site.
- Responsible for the security of the site and checks of the building. Including the operation of security alarms and be the point of contact for out of hours calls and emergencies
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- To hold keys for the school and ensure the school is opened in the morning and secure when left in the evening.
- To supervise and monitor Assistant Building Site Supervisors where appropriate, including implementing on-site training or tasks/roles in line with agreed division of duties.
- To be responsible for repairs and general maintenance and ensure that they are conducted within the delegated budget. Ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements
- Perform general portage duties for the establishment, within health and safety guidelines
- Operation of the school's heating plant
- General portage duties including movement of furniture and equipment within the school, within health and safety guideline
- Handyman duties which may include minor repairs to furniture and fixtures and non-specialist tasks
- Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles are monitored and emptied accordingly
- Conduct regular H&S classroom walks, action where necessary and record findings
- Ground's maintenance will include, grass/hedge cutting, weeding, and planting etc.
- To ensure adherence to the standards of Control of Substances Hazardous to Health (COSHH)
- Manage and monitor all statutory compliance. Conduct regular site checks, such as fire extinguishers, emergency lighting, asbestos management RCDs, legionella testing, and weekly fire tests etc
- Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning where necessary intermittent
- To be responsible for ensuring that the building is open at the commencement of the morning shift and/or that it has been secured at the end of the evening shift. As a PACT member of staff, you may be required to open/close another school. You may also be required to attend an emergency call out during the evening or early hours of the morning.
- The post holder will have responsibility for specific caretaking tasks but can expect to assist the Building Site Supervisor in some caretaker duties anywhere in the school if required by operational needs. Such as checking the condition of any asbestos within the school, RCDs, emergency lighting, helpdesk tickets, fire safety equipment and fire safety
- Some of the work may need to be done outdoors such as gardening, litter picking, repairs, and security checks in wet weather
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or encounters.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people.
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- To consult with the Head Teacher or line manager regularly regarding issues of Health and Safety, ongoing repairs or maintenance and building projects.
- Ensure all paperwork is filed/uploaded correctly. The office is to be kept clear, tidy and organized.
- To undertake appropriate professional development including adhering to the principle of performance management.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate
- To ensure all tasks are carried out with due regard to Health and Safety.
- Be aware of and promote health and safety throughout the school
- To adhere to the ethos of the school.
- Some work may require working at height on ladders or platforms.
- If the school premises are used during evenings and weekend for school activities and by outside hirers, the post holder will be expected by mutual agreement with the Buildings Services Supervisor to attend during lettings.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health And Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

PERSON SPECIFICATION: BUILDING SERVICES MANAGER

CATEGORY	ESSENTIAL	DESIRABLE
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Proven experience in building maintenance • Sound understanding of health and safety and safe working practices • Experience in organising and prioritising work • Experience in planning and scheduling maintenance tasks • Competent in the use of power tools and maintenance equipment 	<ul style="list-style-type: none"> • Experience of caretaking • Possession of a transferable trade (e.g., plumbing, electrical, carpentry)
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Ability to carry out minor repairs and general maintenance tasks • Strong organisational and time management skills • Ability to supervise and support staff effectively • Good IT skills (e.g., Excel, Word, Email) • Excellent communication skills across all levels • Ability to work independently and manage time efficiently • Ability to maintain confidentiality • Ability to follow written and verbal instructions. • Self-reliant. 	<ul style="list-style-type: none"> • IT qualifications (e.g., ECDL, Microsoft Office certifications)

PERSON SPECIFICATION: BUILDING SERVICES MANAGER

CATEGORY	ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexible and adaptable to changing priorities • Demonstrates a proactive and positive attitude • Shows leadership and initiative • Maintains a proactive mindset • Reliable and punctual • Takes pride in maintaining a safe and welcoming work place. 	<ul style="list-style-type: none"> • Environmentally conscious and sustainability-minded
OTHER	<ul style="list-style-type: none"> • Available for duty as necessary during opening/closing hours of any PACT school. • Flexible to shift patterns when required • Be pleasant and approachable to all staff, visitors, and contractors. • Full, clean drivers' licence 	
SUITABILITY TO WORK WITH CHILDREN	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children 	
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Up-to-date health and safety training (e.g., manual handling, working at height) 	<ul style="list-style-type: none"> • Any trade, complete with qualification/certificate • Qualification in grounds maintenance or landscaping • Additional qualifications in health and safety (e.g., COSHH, First Aid) • Any qualifications suitable for this role

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the **Trust's Application Form**. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.



SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.



INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:



1. Documentary evidence of **right to work** in the UK



2. Documentary evidence of **identity** that will satisfy DBS requirements



3. Documentary proof of current **name** and **address**



4. Where appropriate any documentation evidencing **change of name**



5. Documents confirming any educational or professional **qualifications** that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.



CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Satisfactory Online Checks
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance



HOW CAN I APPLY?

To apply for this role, please complete the online application form available via My New Term

Adverts Open
18 June 2026



Deadline for Applications
28 June 2026

Shortlisting
TBC



Interviews
TBC

All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm.

Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely, and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

WE RESERVE THE RIGHT TO WITHDRAW FROM THIS RECRUITMENT PROCESS AT ANY GIVEN POINT.

SPECIAL CONDITIONS OF EMPLOYMENT

Rehabilitation of Offenders Act 1974



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CONTACT US

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