

ASPIRE SCHOOLS

FACILITIES MANAGER

We are seeking an experienced and reliable Facilities Manager to provide a high-quality facilities service across all six of our school sites, to lead our site team and to ensure safety compliance with all relevant frameworks. This is a fantastic opportunity to join an ambitious and innovative trust, where you will have the opportunity to contribute to meaningful and lasting change in the lives of some of the most vulnerable students in Buckinghamshire and beyond.

We change lives. Our work matters. Join us.

1. ASPIRE, OUR TRUST
2. A MESSAGE FROM THE CEO
3. OUR AP SCHOOLS
4. OUR SEMH SCHOOLS
5. THE ROLE OF FACILITIES MANAGER

6. WHAT ARE WE LOOKING FOR?
7. WHY WORK FOR ASPIRE?
8. JOB DESCRIPTION
9. PERSON SPECIFICATION
10. HOW TO APPLY

For more information, or to arrange a visit or conversation with our CEO, please contact hr@aspireap.org.uk



ASPIRE

A VALUES-LED ACADEMY TRUST

Aspire provides outstanding alternative educational provision and support for secondary aged students. Students attend full or part-time and are referred to us by schools and the Local Authority.

Our focus is to support young people, together with their families and schools, to reach beyond their potential and enable them to flourish by developing positive behaviours, attitudes and aspirations.

We run a range of different types of provision across Buckinghamshire. We have three AP schools, which cater for permanently excluded students as well as those at risk of exclusion, on 12-week placements. We also have three secondary SEMH nurture schools, a primary forest school intervention, and an outreach service, working in mainstream schools with students who are at risk of exclusion.

To learn more about Aspire, and read our last Ofsted report, visit www.aspireap.org.uk

A MESSAGE FROM DEBRA RUTLEY, CEO

Debra Rutley has led Aspire since 2012, during which time it has been rated Outstanding by Ofsted four consecutive times. Debra is also a National Leader of Education.

At Aspire, our aim is to help all children learn to flourish. We do this through developing different types of alternative provision that truly meet the needs of vulnerable young people, who need extra support, care, or attention.

I am exceptionally proud of the education we provide for our young people. We give them access to a wide curriculum, taught by subject experts, in a range of subjects including academic GCSEs and vocational qualifications respected by the professions. We value art and creativity highly, as a way of helping young people learn about communication, self-expression, joy and discovery.

Aspire is a great place to work. It is a place where all staff are and feel valued, and where they can contribute to improving the life chances of disadvantaged young people.

We change lives. Our work matters. I hope you are interested in joining us.

Our Core Aims



To provide an outstanding educational experience and opportunities that lead to success for all



To enable students to make the right choices and do the right thing by making positive changes in their behaviours and attitudes



To develop skills that will enable students to make a positive contribution to all aspects of society

OUR AP SCHOOLS



Our Alternative Provision schools in Chesham, Aylesbury and High Wycombe are short-stay provisions for students who have been permanently excluded or who are at risk of exclusion.

Students come to us for a short period of time while we work with them, their families and their mainstream school, to identify strategies that will help them manage their emotions and be successful at school.



Sometimes our assessments indicate that mainstream is not the right place for a student, and in this case, we will work with them, their families and the local authority to help them move into a specialist setting.



The aim of Aspire's AP schools is to help students rediscover a love of learning, to help them learn and use strategies to regulate their emotions and manage their behaviour, and to help them identify and work towards a positive destination for their next steps in education and life.



If students join us in year 10 or 11, we think carefully about whether focusing on a return to mainstream is right, or whether a student would benefit from a stable and consistent placement until the end of KS4. If the family and all professionals working with a child agree, we will keep a child until the end of their year 11. In this situation, we focus instead on finding a positive post-16 destination and giving that student a supportive and successful transition into it.



OUR SEMH SCHOOLS



Shortenills Forest, Shortenills Abbey and Shortenills House

Our long-stay secondary SEMH schools, located in Chalfont St Giles, Aylesbury and Chesham, are for students in Years 7-11 with EHCPs for SEMH difficulties. We believe that these students need and deserve a loving, nurturing approach, clear and high expectations of their behaviour, social development and academic work and carefully planned support and intervention that enables them to meet and exceed those expectations. We enable young people to manage their SEMH difficulties in school, and in the world, and to study a broad and balanced curriculum in order to create exciting and fulfilling futures for themselves.



Shortenills For Post-16 Students

From September 2025, Aspire has begun to offer a bold new start for post-16 education at Shortenills Forest. Students take classes in English and Maths alongside vocational learning in grounds maintenance, horticulture and hospitality. Our first class of students will be the founding members of an on-site garden centre and café, giving each student first-hand experience of business development, teamwork and project management, all within a loving and nurturing environment.



Key Stage 2 Forest School Intervention

Aspire recognises that early intervention is key for children who are facing challenges in succeeding in mainstream schools. In order to offer mainstream primary schools much needed support, we have developed a unique and brand new primary provision at Shortenills: 'Finding my Voice'. FMV is rooted in the principles of nurture and forest school and is a 1-day per week intervention for children in Key Stage 2 to run alongside a mainstream offer. Pupils experience the beauty of the outdoors and unleash their true potential.



THE ROLE OF FACILITIES MANAGER



The role of Facilities Manager is central to creating a safe, welcoming, and high-quality environment where our students can thrive. At Aspire Schools, we provide a space for young people who need a different approach to education. Our buildings and grounds are more than just physical spaces; they are therapeutic environments that foster a sense of security, respect, and belonging.

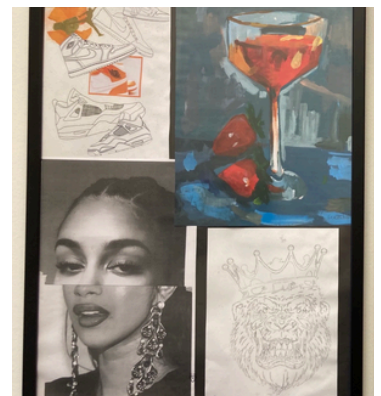
As the Facilities Manager, you will take full ownership of the school estate, ensuring that our facilities are safe, compliant, and optimised to support the unique needs of our students and staff. We are therefore looking for someone skilled in:

- Estates management, overseeing the daily operation, maintenance and cleanliness of the school buildings and grounds.
- Health & Safety compliance, ensuring strict adherence to all statutory compliance, risk assessments, fire safety and health and safety regulations.
- Contractor management, including sourcing, negotiating with and supervising external contractors for major repairs, servicing and capital projects.
- Planned and reactive maintenance, developing robust maintenance schedules whilst responding swiftly to urgent repair needs.
- Security and site access, including managing site security systems, emergency opening/closing procedures, and acting as a primary key holder.
- Budget control, managing the facilities and maintenance budget effectively, ensuring maximum value for money.

Working in an alternative provision setting requires a distinct mindset. Our students have often faced barriers in mainstream education, and the physical environment plays a massive role in their emotional regulation and engagement.

- Impactful Environment: Your work will directly impact student well-being by keeping spaces calm, safe, and inspiring.
- Community Connection: You will be a visible, positive adult role model on site, interacting daily with our resilient student body.
- Adaptability: You will collaborate closely with school leadership to adapt spaces for therapeutic or specialist educational needs.

The Facilities Manager leads a team of three site officers and four chefs across our six sites. You will also oversee the external cleaning contractors as well as any other external contractors engaged to work on our sites and facilities.



WHAT ARE WE LOOKING FOR?



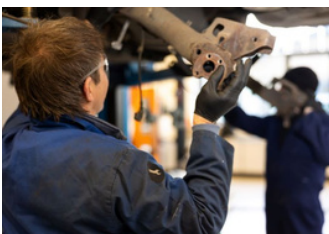
We are seeking a dedicated, highly practical and resilient professional who takes immense pride in their work. You will be the custodian of our school sites, someone who understands that excellent facilities management directly underpins the safety and emotional well-being of our students. You will need to be creative, resilient, and ready to get stuck in to everything.

You might have gained your experience in education, or you might have experience in another type of multi-site environment. Either way, you will be excited to use your skills and experience to support our young people.

You should possess:

- Experience: Proven track record in facilities management, estate management, or a senior caretaking/building trade role (school experience is desirable but not essential).
- Knowledge: Strong understanding of current health and safety legislation, COSHH, and fire safety regulations.
- Skills: Excellent problem-solving abilities, hands-on maintenance skills, and strong IT literacy for compliance logging. Highly skilled in juggling multiple priorities.
- Attributes: A calm demeanor, flexibility, and a deep commitment to safeguarding and the welfare of young people.

Aspire is a wonderful place to work, where everyone understands how their day-to-day work improves the life chances of the disadvantaged young people and communities that we serve. If you feel that our values align to yours, and you have the knowledge and experience to carry out this vital role, we very much look forward to hearing from you.



WHY WORK FOR ASPIRE?

ASPIRE SCHOOLS IS COMMITTED TO SUPPORTING STAFF TO FLOURISH. WE WORK HARD TO CREATE THE CONDITIONS THAT SUPPORT STAFF WELLBEING AND CREATE AN ENVIRONMENT THAT ENCOURAGES BELONGING.

WE UNDERSTAND THAT WELLBEING CAN BE ACHIEVED WHEN WE FEEL WE HAVE THE SKILLS TO DO OUR JOBS, HAVE AUTONOMY WITHIN OUR ROLES AND FEEL WE BELONG

Skills	Autonomy	Belonging
<ul style="list-style-type: none"> • Commitment to staff development and learning 	<ul style="list-style-type: none"> • Decision making based on our values and red thread 'what's best for the child' • Having a voice 	<ul style="list-style-type: none"> • A warm and welcoming environment. • I can be myself • I am part of something greater than me

ASPIRE IS ALSO COMMITTED TO ENSURING OUR WORKING ENVIRONMENT ALLOWS US TO DO OUR JOBS AND CONCENTRATE ON SUPPORTING CHILDREN TO FLOURISH. WE DO THIS BY:

 <p>Flexible working where possible, including leadership roles</p>	 <p>Optimise - a health and wellbeing app available to all employees</p>	 <p>Coaching available for every member of staff</p>
 <p>Dedicated leadership time for ALL leadership roles</p>	 <p>Access to an online 'Workplace Wellbeing' platform (Bucks Council)</p>	 <p>Open door policy of all SLT</p>
 <p>Half-termly wellbeing commitment meetings</p>	 <p>Access to an online CPD library which includes courses focusing on wellbeing (Tes Develop)</p>	 <p>Complimentary tea, coffee, sugar and milk at all sites</p>
 <p>Career development opportunities</p>	 <p>Benefits for all staff including UNiDAYS staff discount, discounted gift cards by 'Extras' & a Cyclescheme</p>	 <p>Working from home where job tasks allow, including PPA</p>
 <p>Flexible approach to enable attendance to family events etc.</p>	 <p>Annual Revival Days</p>	
 <p>Access to an Employee Assistance Programme (TP Health)</p>	 <p>2-week October half-term</p>	

JOB DESCRIPTION - FACILITIES MANAGER

Key Responsibilities

- Leadership of the Trust's operational support services (site services, cleaning and catering), maintaining high expectations in order to facilitate excellent educational provision for every child at Aspire.
- Implement policies and practices across operational support services to ensure that a high-quality provision is in place in every area.
- Manage allocated budget and other financial resources within area of responsibility, ensuring best-value procurement and efficient stewardship of resources.
- Responsible for ensuring that all sites are safe, functional, and maintained in line with current regulatory guidelines.
- Oversee health and safety across all areas of facilities management and provide advice for line managers in other areas on risk assessment and risk management.
- Oversee contracts for services with external providers.
- Lead and manage projects for new buildings or facilities and ensure that all works are delivered on time and within budget.

Facilities Management

- Directly line-manage the Site Services and Catering teams. Ensure that they are supported and ensure their safety and well-being.
- Ensure that the Site Services and Catering teams are properly trained and follow all Aspire policies.
- Ensure that all Aspire sites have the site services and catering support that they need to open safely and remain in good condition.
- Ensure that the security systems of all sites are functional, maintained and fit for purpose.
- Assist with the preparation of maintenance and capital expenditure plans.
- Monitor and audit schedules of work and the quality of completed projects.
- Develop maintenance programmes to cover responsive, cyclical and planned maintenance and repair works.
- Monitor the value for money of external partners and regularly review contracts for services.
- Ensure that the Trust complies with best practice in all aspects of project planning, consultation, procurement, commissioning and delivery.
- Prioritise and organise planned and responsive workload for all areas of responsibility.
- Obtain maximum economy and efficiency in all works.
- Ensure that trust vehicles are maintained and in a good state of mechanical repair. Perform regular checks on each vehicle.
- Lead and train the Site Services Team in fulfilling their duties as a first response to environmental crises.
- Oversee the purchasing of all catering, cleaning and maintenance/grounds supplies to assist in the smooth running of our facilities.
- Lead and manage projects for new buildings and facilities, obtaining quotes for works, overseeing the delivery of the works, and ensuring that they are delivered on time and within budget.

Regulatory Compliance

- Lead and manage all aspects of health and safety and regulatory compliance across all areas of facilities management.
- Ensure that the trust's fire procedures are up to date and meet legislative requirements.
- Report regularly to the CFO on all areas of regulatory compliance, identifying trends.
- Ensure that Health and Safety legislation and procedures are complied with at all times including health and safety plans, risk assessments, fire alarm tests and regular update of record files for inspection and audit.
- Ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations. Ensure all related training is undertaken regularly.
- Support the Heads of Schools relating to Health and Safety to ensure the safety and wellbeing of staff and students.
- Implement and carrying out periodic monitoring exercises/topic audits and investigate accidents/incidents of significance and communicate findings across the Trust.
- Ensure that all contractors operating on Aspire sites comply with relevant regulatory requirements.
- Lead the development and maintenance of all trust policies and procedures within areas of responsibility, ensuring they are compliant with all relevant statutory requirements and entirely fit for purpose. Communicate relevant policies and procedures to all stakeholders and ensure that training and development is provided to warrant understanding.

Safeguarding

- Always act in a way that ensures that all students feel and are safe in school.
- Follow the Safeguarding and Child Protection Policy properly and completely.
- Ensure that the Site Services and Catering teams understand their role in safeguarding students and that they follow the Safeguarding and Child Protection Policy properly and completely.
- Ensure that all contractors operating on our sites comply with the Safeguarding and Child Protection Policy properly and completely.

Carry out any other reasonable duties as requested by the Aspire Executive Leadership Team.



PERSON SPECIFICATION

Qualifications

- Recognised qualifications or significant experience in project management, facilities management, and health & safety.

Experience

- Significant experience of leading operational planning, preferably across multiple sites.
- Experience of monitoring a range of contracts such as facilities management and cleaning and catering to ensure KPI requirements are met, including value for money.
- Evidence of successful management of diverse teams.
- Successful track record of managing complex projects from inception to completion.
- Experience of working with a range of external partners to achieve organisational aims.

Knowledge and Skills

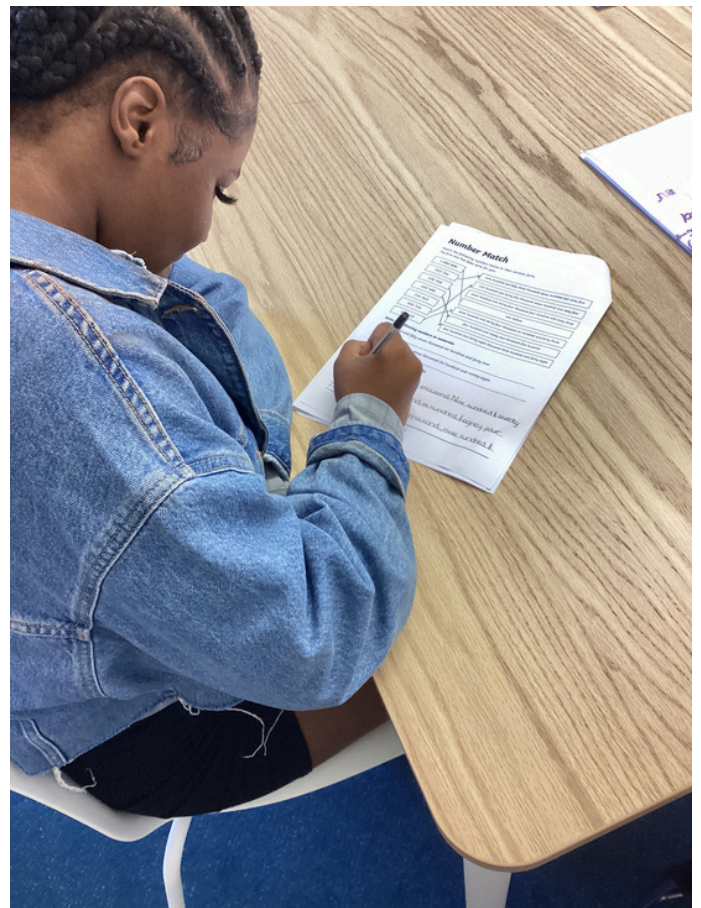
- Strong skills in analysis, risk management and impact evaluation.
- Grasp of MIS systems principles and competent use of IT within the workplace.
- The ability and motivation to review and improve practice continuously.
- Knowledge of health and safety legislation and experience in implementing this in the workplace.
- Highly effective administrative and organisational skills.
- The ability to prioritise workloads and to work to given deadlines.
- Knowledge of premises management requirements of a large site.
- Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for pupils.
- Excellent communication skills and the ability to act as a professional and positive ambassador for the trust
- Ability to work collaboratively with the team and partners to ensure a broad approach to planning and improving service delivery.
- Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.
- Experience of managing change.
- Ability to maintain high levels of professional integrity and confidentiality.

Personal Qualities and Attributes

- Confident and calm personality.
- Creative, dynamic approach anticipating and solving challenges.
- Motivates, inspires and challenges others.
- Positive role model.
- Demonstrates energy, drive, commitment and enthusiasm.
- Highly organised and able to prioritise and adapt quickly to change.
- Able to building a collaborative team ethos.
- Able to work well under pressure, remain calm, and to cope with the unexpected.
- Reliable, discreet, honest and trustworthy
- A willingness to commit to the Trust's vision and to 'go the extra mile' in order to achieve it.
- Ability to draw upon a range of communication skills, and negotiate at multiple levels successfully.
- A commitment to equal opportunities.
- A commitment to safeguarding and promoting the welfare of children and young people.

Other Factors

- Driving licence essential as is access to a vehicle.



HOW TO APPLY

If you would like further information, or to arrange a visit or informal conversation with our CFO, please contact our HR Manager via hr@aspireap.org.uk.

To apply for this role, please click 'Apply Now' via MyNewTerm.

Aspire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. The appointment will be subject to an enhanced DBS check as well as a health questionnaire.

Closing date: 12 July 2026

