



Estates and Facilities Supervisor
Mark Hall Academy
Candidate Information Pack

Contents

1. **Welcome from the CEO**
2. **About Our Trust**
3. **About the Role**
4. **Job Description**
5. **Person Specification**
6. **How to Apply**



Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Mark Hall Academy, the role of Non-Teaching Head of Year, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Mark Hall Academy and BMAT Education.

Helena Mills CBE

Welcome from our Executive Headteacher

Thank you for your interest in joining Mark Hall Academy.

Mark Hall is a school with real energy, character and potential. It serves a community that deserves a strong, ambitious and successful school at its heart, and we are proud to be part of that work.

At Mark Hall, we are focused on building a culture of aspiration, respect and success. We want every student to feel known, challenged and supported, and to leave us with the confidence, character and qualifications they need for the next stage of life.

We believe young people achieve their best when schools get the important things right: strong teaching, a carefully planned curriculum, high standards of behaviour, good attendance, effective pastoral care and positive relationships with families. These are the foundations of a successful school, and they sit at the heart of our work.

We are looking for staff who share that sense of purpose. Colleagues joining Mark Hall will be part of a school that is ambitious for its students and serious about improvement. This is a place for people who believe in young people, value consistency and want to make a visible difference through their work.

As part of BMAT Education, Mark Hall benefits from the support, challenge and expertise of a wider family of schools. The Trust helps us raise expectations, strengthen systems, develop staff and share the best practice that makes a real difference in classrooms and across school life.

We also know that schools improve through people. We want staff to feel supported, valued and clear about what matters most. Leadership will be visible, expectations will be clear, and colleagues will be supported to do their jobs well. High standards matter, but so does working together with trust, honesty and care.

Mark Hall has students with talent, personality and potential. It has staff who care deeply and a community that wants its young people to succeed. There is a great deal to be proud of and a great deal to look forward to.

If you are ambitious for young people, committed to inclusive education and want to be part of a school with purpose, drive and heart, we would be delighted to hear from you.

Thank you again for your interest in Mark Hall Academy. We hope this pack gives you a sense of who we are, what we value and why Mark Hall is such a rewarding place to work.

Mike Yerosimou

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



Job Description

Job title	Estates and Facilities Supervisor
Reports to	Senior Leader
Pay scale	Band 4 Mid (Point 19 – 23) (£33,106 to £35,479 per annum inclusive of outer fringe allowance)
Location	Mark Hall Academy
Terms	37 hours per week, 52 weeks per year
Contract	Permanent, Full Time

Purpose of the Job

- To ensure the smooth running of the teaching and learning environment by maintaining the premises, facilities, safety, and equipment to a consistently high standard.
- The postholder will be responsible for the management of the estate and facilities, acting as the key link between the Estates and Facilities team, the School Senior Leadership Team (SLT), and the Trust's Estates Management team.

Liaison With

- The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Estates and Facilities Management

- Ensure that the school building(s) and environment are maintained and kept fit for purpose at all times.
- Oversee the maintenance of the school estate and its grounds to consistently high standards.
- Ensure the school's plant(s) and infrastructure are operational, safe, and fit for purpose.
- Implement and monitor reactive, planned, and cyclical maintenance regimes to support the school's estate and facilities.
- Ensure that premises health and safety, statutory compliance, and best industry practices are implemented and maintained at all times.
- Act as a member of the school's key holding team, ensuring that the premises are safe and secure at all times.
- Ensure that the school cleaning provision (including window cleaning) meets high standards consistently.
- Lead on the delivery of minor works and small projects, coordinating contractors and liaising with Trust teams as needed.
- Line manage the estates team, including induction, training, supervision and performance management.
- Act as the key contact for the school in logging and managing Estates & Facilities Helpdesk requests and support the Helpdesk in resolving them efficiently.
- Develop self and team(s) to ensure continuous improvement in service delivery.
- Adhere to the Trust's Policies, Guidance, and the School's local protocols at all times.

Support for Senior Leadership and Central Estates Team

- Support the day-to-day running of the school's educational facilities and lettings, ensuring spaces are available and safe.
- Ensure that educational and play equipment is maintained and safe for use.
- Support effective risk management across the estate, ensuring hazards are identified, assessed, and controlled.
- Work with the Central Estates team to define and implement school-level maintenance and compliance protocols.
- Support the management and oversight of the school's catering provision to ensure high-quality service delivery.
- Contribute to procurement activities and contractor management, ensuring services are delivered to specification and budget.
- Support the effective management of utilities and communications infrastructure across the school estate.
- Contribute to the effective management of the school's assets and building fabric, ensuring value for money and sustainability.
- Assist in the recruitment of Estates & Facilities staff as relevant.

Additional duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

Other specific duties:

- To continue personal development as agreed
- To assist with the carrying out of risk assessments as appropriate
- To actively engage in the performance review process
- To undertake any other duty as specified by the Headteacher not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise
- any concerns relating to such procedures which may be noted during the course of duty
- To be aware of the responsibilities of all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and to ensure that any suspected data loss or theft is reported immediately, as directed

Safeguarding Children

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

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification

Estates and Facilities Supervisor

Qualifications	Essential	Desirable
Health and Safety qualification (e.g., NEBOSH General Certificate in Occupational Health and Safety IOSH Managing Safely)	✓	
Qualified in Fire Safety (or similar specialism)		✓
Facilities Management qualification (e.g., NVQ level 3)		✓
Additional qualifications in areas such as electrical, plumbing, HVAC, or building services.		✓
Certificate in Occupational Health and Safety		✓
First Aid at Work Certificate.		✓
Experience		
Experience in supervising and managing staff, including caretakers and cleaning teams.	✓	
Working in a school and or a complex environment	✓	
Key holding duties	✓	
Active involvement in participation and or development of local procedures for premises related emergencies	✓	
Assisting on project management and contractor coordination	✓	
Managing statutory compliance, health and safety, and risk assessments.	✓	
Experience of working in a multi-site or multi-academy trust environment.		✓
Experience with facilities-related helpdesk systems and contractor management.		✓

Knowledge		
Strong understanding of health and safety legislation, statutory compliance requirements, and industry best practices.	✓	
Good knowledge of building maintenance, site security, and cleaning standards.	✓	
Awareness of safeguarding requirements in an educational setting.	✓	
Understanding of lettings, catering services, and contract management in a school context.		✓
Skills and Competencies		
Excellent communication skills, both verbal and written, with the ability to liaise effectively with school leaders, Trust staff, contractors, and the wider school community.	✓	
Strong organisational and planning skills, with the ability to prioritise workloads and manage multiple tasks.	✓	
Competency in using IT systems, including helpdesk systems and Microsoft Office packages.	✓	
Ability to conduct risk assessments and implement control measures effectively.	✓	
Personal Qualities		
A proactive and solution-focused approach to problem-solving.	✓	
Ability to work independently and as part of a team.	✓	
Flexibility to respond to emergencies and out-of-hours requirements.	✓	
Commitment to maintaining high standards of service and pride in the school environment.	✓	

Commitment to continuous professional development and developing others.	✓	
High standards of personal integrity, honesty, and professionalism.	✓	

How to Apply

Estates and Facilities Supervisor

We look forward to hearing from you.

Closing date for applications: 1 September 2026

Interviews: As soon as possible

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.



Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)



Mark Hall
Academy

