



Hurstmere School

Recruitment Pack Facilities Manager



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



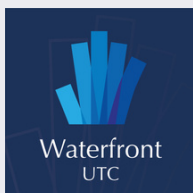
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



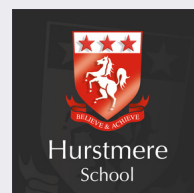
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



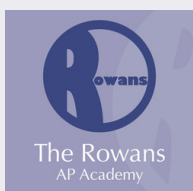
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Hurstmere School



A very warm welcome to Hurstmere School and thank you for your interest in our school. This is a very exciting time to be joining our Hurstmere community, having recently received the best GCSE results in the school's history. Hurstmere School is a popular, non-selective secondary academy for boys aged 11-16, with a strong sense of community and determination to succeed in all we do.

Our vision is for our students to **'Believe and Achieve'**; to be the best that they can be. By promoting high aspiration and fostering a confident self-belief that with hard work and determination, there are no boundaries to what they can achieve.

During their time with us, students develop the character traits and values of our RTRAILS - Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief. Hurstmere offers a supportive and inclusive environment that celebrates and welcomes diversity. We expect everyone in our community to have the highest expectations of themselves and of each other. We offer all students, regardless of their starting point, the very best chance of academic success by delivering a curriculum which gives our students the foundations to fulfil their ambitions.

Mrs Bennett, Principal

Why choose Hurstmere School?

- Students are encouraged to fulfil their ambitions outside of the curriculum, including Sports Leadership, DofE, the Bexley School Games programme, and access to a bespoke TV studio and recording studio.
- Our pastoral team place value on personal wellbeing and development, looking after the whole student.



NOR

966



Age Range

11-16



PP

16.4%



FSM

15.3%



SEN

22.5%



EAL

8.9%

Job Description

Job Title: Facilities Manager
Contract Type: Full-time, Permanent, all-year round
Remuneration: Bexley NJC grade 8

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- Proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the children in the school.

Personal and professional conduct

The post holder should conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

The post holder will be expected to take responsibility for all aspects of Hurstmere School site and premises including maintenance, improvement, security, cleaning, heating, ventilation and other site services. The post holder will lead, inspire and manage the premises team to ensure the smooth and efficient running of a safe, secure, attractive and clean learning environment in which students and staff can reach their full potential.

General Site & Premises Management, including Ground Maintenance:

- The Facilities Manager is responsible for the overall maintenance, upkeep and improvement of the premises, including grounds, buildings, fixtures and fittings, furniture, curtains and blinds.
- To make recommendations to the Head of Estates on all proposals for improvement of premises, site and grounds.
- To carry out any general maintenance tasks and responsibilities as identified or as directed by the Head of Estates.
- To use IT equipment and software packages (Outlook Express, Word, Excel,) to assist in delivery and management of site services and develop its provision.
- To ensure a member of the premises team is always on duty when the school is open. Times may vary to meet the needs of the school and extended services provision.
- To liaise and monitor the performance of cleaning staff/contractors, drawing to their attention any deficiencies and assisting them as required in order that they fulfil their contractual duties.

Site & Premises Security:

- The Facilities Manager is responsible for the overall security of the establishment. This will include patrolling or inspecting the site at appropriate intervals.
- Ensure a system exists to ensure that intruder alarms are properly set and reset and that authorised staff are adequately trained in their use.
- Ensure a system exists for the opening of the school premises at the start of each day e.g. deactivating intruder alarm systems; unlocking gates, external and internal doors; checking that the premises have not been disturbed or damaged.
- Test security alarms to meet requirements of insurers.
- Liaise with external users including Hirers to ensure that appropriate supervision and security is provided at all times school facilities are open to the public.
- Monitor the day-to-day security of the site and ensure appropriate action is taken to deal with emergencies including intruders and police liaison, advising the Leadership Team on security policies, matters and procedures.

- Provide access to the school for authorised personnel or appropriate services outside the normal hours of opening in the event of an emergency.
- Make recommendations on all security related issues.

Health & Safety:

- Maintain an up-to-date knowledge of all regulations and official advice affecting health and safety in the school in the termly safety audit of the premises.
- Be responsible for managing the School Asbestos Register and associated management plan.
- Ensure that proper investigations are undertaken and reports made on appropriate forms of all accidents or potential accidents or plant and equipment.
- Carry out risk assessments including annual audits relating to security, health and safety, general building, events and grounds conditions. To make recommendations for improvements and draw up schedules of tasks
- Ensure and be responsible for the safe operation and maintenance of all mechanical and electrical, fire and other safety equipment, fixtures and substances within the school in accordance with Health and Safety legislation.
- To be responsible for testing of fire alarms and other systems at specified frequencies.
- Ensure that the premises team, external contractors, workmen, etc. are familiar with the Trust's Health and Safety policy and its application to the site.
- Liaise with Governors' safety representatives.
- Make recommendations on all other Health & Safety matters.

Contract Management:

- To liaise with external contractors, devising tender specifications and sourcing tenders and quotations, ensuring best value and accordance with procurement regulations.
- To adhere to the "Managing contractors in school" policy and to ensure a high standard of work, delivered on schedule.

Lettings:

- To effectively manage the use of the school facilities out of school hours and to promote income generation.
- To ensure adequate staffing and security arrangements for such lettings and activities.

Cleaning:

- To line manage the Cleaning Supervisor and Cleaning Team within the academy.
- To ensure that the school buildings and grounds are cleaned to agreed standards and specifications.
- To maintain stocks of cleaning materials and ensure these are stored in accordance with regulations.

- In adverse weather to ensure a safe environment is provided with paths and drives cleared and treated as necessary.

Maintenance, Improvement, and New Building Projects:

- To be actively responsible for all aspects of maintenance and improvement of all grounds, buildings, equipment, furnishings, plant, fixtures and fittings in the school under the general direction of the Head of Estates.
- Ensure Best Value, Value for Money and Competitive Tender procedures will be observed when obtaining quotations and making recommendations for awarding contracts.
- To monitor all premises contracts to oversee delivery of the standards laid down in such contracts.
- To maintain accurate inventory records for maintenance and repairs.
- Carry out regular inspections of the school premises equipment, fixtures and fittings, recording findings and taking required action to ensure that these are well maintained, safe and in good repair.
- Develop a maintenance programme for the continuous improvement, repair, redecoration and upkeep of the premises and grounds.
- Oversee contractors, ensuring compliance with plans, estimates and agreed objectives are fully compliant with safeguarding and Child Protection required by the DfE, Ofsted and LA, ensure that all contractors fulfil all necessary requirements before starting work eg provide Risk Assessments, SOW, Sign in and check the asbestos register etc,
- Assess, prioritise and cost requests for minor improvements keeping relevant staff in the school informed as necessary.
- To identify, organise and contribute to minor decoration and maintenance to the building fabric and furnishings using appropriate tools and equipment and further training for any members of the premises team when necessary.
- Prepare work programmes and obtain estimates, where appropriate, planning and taking into account the operational needs of the school and teaching session times.
- Undertaking work as appropriate in accordance with Health and Safety regulations.
- Take all reasonable steps to eliminate potential hazards arising from faulty or damaged fixtures, fittings or surfaces. Carry out 'making safe' tasks at the earliest opportunity or restrict access to areas of potential hazard.
- Ensure that any on-site parking arrangements are put into effect and maintained.
- Control the budgets allocated for repairs and maintenance, tools and equipment, cleaning materials and toilet requirements (other than those used by the cleaning contractors) and ensure adequate stocks of materials and equipment for carrying out the various elements of school keeping.

Leadership & Management of Staff:

- Responsibility for the leadership and management of the schools premises team consisting of Senior Facilities Operative, Facilities Operative, Cleaning Supervisor and Cleaners.

- To lead, direct and inspire all members of the premises team to develop and fulfil their potential.
- Monitor the attendance and performance of all premises staff employed by the school and ensure that the best possible service is provided, insuring that correct uniform is worn at all times.
- Assess the training and development needs of premises staff employed by the school and ensure appropriate training and development programmes are in place.
- Organise regular team meetings with agendas and minutes. Ensure effective communication between members of the team and between the team and other appropriate staff within the school.
- Draw up rotas to ensure staff are deployed at all times the school is open including evenings, weekends and holidays
- Ensure all members of the team, including yourself attend appropriate training courses as required Participate in the Staff Appraisal procedure.

Additional Duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> GCSE Maths and English Grade 4 or above 	<ul style="list-style-type: none"> Degree in relevant discipline Certificate or diploma in School Business Management NEBOSH or equivalent certified First aid qualification
Experience	
<ul style="list-style-type: none"> Experience of managing site services in a school or other establishment with a track record of delivering strategic and operational goals. Knowledge of appropriate financial and monitoring systems. Proven experience of project, move and change management, providing direction and leadership, and setting priorities. Experience of supervising and scheduling building maintenance. Working with clear budgetary guidelines to achieve value for money. Translating plans into realistic budgets and targets for teams. Developing and maintaining complex people and supplier relationships. 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> Ability to communicate effectively orally and in writing with staff at all levels and with outside agencies. Excellent IT skills Highly motivated with strong leadership and management skills, ability to lead, support and train staff. Knowledge and application of Health and Safety procedures. Exceptional problem solving and analytical skills Ability to undertake risk assessments Excellent communication skills Ability to devise and implement effective systems and working practices for the team 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards

of premises staff	
Characteristics and Competencies	
<ul style="list-style-type: none"> • Ability to promote the school's aims positively • Ability to develop good personal relationships within a team; making an effective contribution to high morale • Ability to create a happy, challenging and effective learning environment • A solution-focussed mind-set and determined "no-excuses" approach to raising standards • A personable nature to build effective relationships with parents and all members of the school community • A creative and good-humoured approach to all aspects of teaching, management and leadership • Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion • Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads • Ability to work with a significant diversity of individuals and groups • Patient, calm, and works well under pressure. • Ability to adapt to changing work priorities, dealing with frequent and sustained interruptions; and working with pace to meet deadlines • Maintaining confidentiality • Ability to deliver through people. • Commitment towards CPD, for self and those in the Premises Team. • Ability and keenness to promote the school's positive culture and ethos 	<ul style="list-style-type: none"> •



THE HOWARD
Academy Trust