

# A great place to work

## Candidate Pack



**The  
Orchards**  
BRIGHT FUTURES EDUCATIONAL TRUST

# Facilities Manager

SEN Primary School  
(Including Hydrotherapy Pool)



# Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO (Interim); Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education (Interim) and Jayne Carmichael, Director of Professional Development.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](http://Why-Join-Bright-Futures)

# Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: Our Strategy.

# Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

## Terms and Conditions

Salary	Bright Futures NJC Grade 5 - £28,598 - £32,061
Holidays	26 Days per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years service.
Contract	Permanent, 36.25 per week, all year round, split shift 6.45am - 10.00am, 2.00pm - 6.00pm
Location	The Orchards School, Audley Avenue, Stretford M32 9TG
Pension	Local Government Pension Scheme.
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.

## A Great Place to Lead

**At Bright Futures we offer endless opportunities to lead:**

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



## How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

**NO AGENCIES PLEASE.**

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/trust/Bright-Futures-Educational-Trust/2437>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing Date: Friday 20 February.

You will be notified after the closing date whether you have been shortlisted.

### Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

### Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

# Job Description

The Facilities Manager will oversee the safe, efficient, and compliant operation of the school's premises, ensuring a welcoming and supportive environment for pupils, staff, and visitors. This role is crucial in maintaining a high standard of site presentation, security, and functionality, with particular sensitivity to the needs and care of pupils with special educational needs.

### Key Responsibilities

#### Site and Facilities Management

- Oversee the day-to-day maintenance, cleanliness, and security of the school site.
- Manage planned preventative maintenance and reactive repairs for all buildings, grounds, and equipment.
- Ensure compliance with health and safety legislation, including risk assessments and statutory inspections.
- Health & Safety Compliance – Implement and monitor health and safety policies, conduct regular risk assessments, and ensure compliance with statutory regulations.
- Maintain accurate records for fire safety, legionella, asbestos, and other statutory requirements.
- Support emergency procedures, including fire drills and lockdowns.
- Security Management – Oversee site security, including access control, alarm systems, and safeguarding measures to protect pupils and staff.
- Contractor & Supplier Coordination – Liaise with external contractors for repairs, servicing, and projects, ensuring work is completed to agreed standards and within budget.
- Budget & Resource Management – Manage facilities budgets, track expenditure, and source cost-effective solutions without compromising quality.
- Sustainability & Efficiency – Promote energy efficiency, waste reduction, and environmentally friendly practices across the school site.

#### Hydrotherapy Pool Management

- Maintain water quality, chemical balance, and filtration systems in line with health and safety and public health regulations.
- Conduct daily pool checks, record readings, and address any issues promptly.
- Liaise with specialist contractors for servicing, repairs, and compliance testing.

Individuals in this role may also undertake some or all of the following.

1. Ensure the operation and maintenance of specialised equipment following training, for example sports and theatrical equipment.
2. To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds.
3. To keep paths, free snow and ice to ensure safe passage.
4. The replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.
5. To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the school caretaker), in accordance with procedures.
6. To be prepared to work to a flexible timetable in the school holidays to allow for contractors and lettings.
7. Deliveries - ensure vehicles are adequately supervised whilst deliveries are being made. Check and deliver to the appropriate recipient. To remove any large refuse discarded during the day from offices, corridors and classrooms.
8. To attend any training courses relevant to the post ensuring continual personal and professional development.
9. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

# Person Specification

Category	Essential	Desirable	Means of Identification
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs &amp; maintenance, supervision of contractors</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience, building maintenance qualification</li> <li>Pool Plant Operator qualification (or willingness to train).</li> <li>Experience in an educational or SEN setting.</li> </ul>	Application  Certificates
Mental Skills	<ul style="list-style-type: none"> <li>Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance. Decisions on planned maintenance.</li> </ul>		Application  Interview
Interpersonal and Communication Skills	<ul style="list-style-type: none"> <li>Excellent communication skills for liaising with staff and contractors.</li> </ul>		Application  Interview
Physical Skills, Physical Demands, Mental Demands	<ul style="list-style-type: none"> <li>Manual dexterity in operating equipment and minor repair work</li> <li>Demands requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving furniture</li> <li>Concentration for maintenance tasks</li> </ul>		Application  Interview
Responsibility for People Wellbeing	<ul style="list-style-type: none"> <li>Ensure healthy environment for staff and pupils</li> <li>Empathy and understanding of the needs within an SEN environment.</li> </ul>		Interview

# Facilities Manager

<b>Responsibility for Physical and Information Resources</b>	<ul style="list-style-type: none"><li>• Responsible for the security of the school premises, designated key holder for locking and unlocking of premises.</li></ul>		Interview
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines</li></ul>	Application Form Interview Task
<b>Our Values</b>	<ul style="list-style-type: none"><li>• Leadership</li><li>• Integrity</li><li>• Passion</li><li>• Equality</li><li>• Community</li><li>• Resilience</li></ul>		Interview Tasks
<b>Pre-Employment Screening</b>	<ul style="list-style-type: none"><li>• Enhanced DBS check</li><li>• Two satisfactory employment references, from the last two employers</li><li>• Evidence of the right to work in the UK</li><li>• ID Check</li><li>• Online Screening</li><li>• Section 128 checks</li></ul>		