



**Estates and Facilities Assistant  
Roydon Primary Academy  
Candidate Information Pack**

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# 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 Roydon Primary Academy, the role of Class Teacher, 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 Roydon Primary Academy and BMAT Education.

**Helena Mills CBE**

# Welcome from the Headteacher

Welcome to Roydon Primary Academy. I am proud to lead a warm, inclusive and ambitious school community where every child is known, valued and encouraged to flourish. At the heart of our school is a shared belief that children achieve their very best when they feel safe, supported and inspired.

Our vision is to empower every child to fulfil their true potential through excellent teaching, meaningful experiences and a strong focus on whole-child development. We are committed to creating a happy and stimulating environment where children are encouraged to be curious, resilient and confident learners, and where individual achievements and personal growth are celebrated.

Our ROOTS values shape the culture of our school and underpin all that we do. Through Respect, Open-mindedness, Originality, Teamwork and Success, we nurture children who are kind, driven and proud of who they are. We want every member of our school community to feel they belong, to value others and to contribute positively to the world around them.

As a small school, we place great importance on building strong relationships and fostering a genuine community atmosphere. Staff, children, parents and carers work together closely to create a community that is supported and encouraged to succeed. We recognise the vital role families play in children's education and value the experiences, perspectives and strengths they bring to our school.

Our dedicated staff team is passionate about providing memorable learning opportunities that broaden horizons and prepare children for the future. Alongside academic achievement, we prioritise wellbeing, inclusion and personal development so that every child leaves Roydon Primary Academy with the confidence, character and skills to positively shape their next steps.

Thank you for your interest in joining our school community. We look forward to welcoming colleagues who share our commitment to high aspirations, strong relationships and creating the very best opportunities for children and families.

**Jan Figueiredo**

# 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

<b>Job title</b>	Estate Assistant
<b>Reports to</b>	Headteacher
<b>Pay scale</b>	Band 3 (Mid) (Point 6-11) £25,989 - £28,142 pro-rata
<b>Location</b>	Roydon Primary Academy
<b>Contract</b>	Permanent – 18.5hrs

## Purpose of the Job

- To ensure the smooth running of the Teaching & Learning environment by maintaining the premises, facilities, safety, and equipment to a consistently high standard.
- To be the positive link between own team, school senior leadership and the estate 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.

## Specific Responsibilities

This list is not exhaustive, but includes:

Responsible for the effective running of Estate & Facilities Management function within BMAT schools, to include:

1. Proactively supporting the estate management by ensuring that –
  - The school building(s) and teaching / learning environment is maintained and building fabric is kept fit for purpose at all times.
  - The schools' mechanical & electrical infrastructure is in order, and fit for purpose at all times The school premises' are safe and secure at all times.
  - Ensure that the school grounds and buildings are clean, litter free, free of hazards and maintained correctly on a daily basis.
  - The management of health and safety and regulatory compliance for schools is coordinated and documented, both locally and centrally.
    - Complete the remedial actions allocated from risk assessments.
    - Act upon any health and safety concerns including the removal of unsafe equipment.
    - Ensure compliance with health and safety legislation and guidance so far as it relates to this post.
    - Advise estate management of any hazards and risks that need to be addressed whether immediately or otherwise.
    - That the fire call points, intruder alarms, water sources and emergency lighting are tested weekly and results recorded.
    - Specialist contractual activity is coordinated for the school to maintain the regulatory compliance
  - All contractors, who may not be DBS checked, are accompanied for the duration of their work during school time.
  - Best industry practices are promoted and implemented within BMAT schools.
2. Assist the school leadership and estate management –
  - To set up classrooms, assembly hall, dining areas, and meeting rooms as required for teaching, assemblies, performances, open days, examinations and any other event.
  - Actively implement and support the schools based estate maintenance programmes including completing actions from the central helpdesk allocations.
  - Being the school's first port of call for –
    - The day to day repairs, emergency maintenance and basic redecoration duties.
    - Maintain a system for reporting (helpdesk logging) and making good items of wear and tear around the school site in order to minimise the need for urgent repairs.
    - Report any identified defects or hazards appropriately, logging specialist maintenance requests to central helpdesk and approved contractors.

- Carry out general maintenance and remedial works appropriate to qualifications and experience
  - Ensure that all refuse is disposed of promptly and in accordance with legislation.
    - Ensure that appropriate levels of spares are in stock, ordering as required and checking receipts against order.
  - Perform regular site checks on all areas of the premises, as guided by the Trust Premises Management Policy
  - Provide safe access to school premises during periods of inclement weather and emergency situations
  - Be a member of the key holding team for school(s)
    - Manage the opening and closing of the schools on a daily basis at agreed times.
    - Be a key holder for multiple sites and control the allocation of users for the keys for routine and non-routine use
    - Be responsible for general security and access control across
    - The post holder may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.
  - Undertaking cleaning, waste and bin collection duties
    - Ensure prompt removal of any internal and external hazards that may pose a risk to health & safety
  - Operating and maintaining specialist facilities within BMAT schools, e.g. swimming pools, all-weather pitches etc.
  - Taking delivery of goods, materials and transfer to/from their points of distribution / destination
  - Ensuring that adequate supplies of cleaning materials and other supplies are available.
  - Having an active involvement in procedures relating to emergencies i.e. fire, flood, security etc.
    - Be a key team member of the fire warden and first aid team.
  - Carry out day to day running of the school lettings including shift work as required
  - Supporting the management of in-door / external play equipment
  - Support the catering / dining provision for the school(s)
  - Continually developing self through continuous professional development
- Foster a caring and supportive environment that reflects the school's values and ethos.

## 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.

## General Responsibilities

- To continue personal development as agreed
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health & Safety policies and procedures are followed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Executive Head or 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

## 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 Assistant

Qualifications	Essential	Desirable
Basic general education	✓	
Health and safety qualification		✓
Enhanced DBS and validated references	✓	
Eligibility to work in the UK	✓	
Recognised Trade qualification for Premises / Estate management		✓
Qualification in First Aid		✓
Qualified in Fire Safety (or similar specialism)		✓
<b>Experience</b>		
Working in a school and or a complex environment	✓	
Working in a building maintenance and or similar role	✓	
Key holding duties	✓	
Active involvement in participation and or development of local procedures for premises related emergencies	✓	
Assisting on project management and contractor coordination	✓	

Assisting and or managing premises health and safety	✓	
Assisting and or managing the lunch covers, dining provision – work along the catering manager	✓	
<b>Skills and abilities</b>		
Estate & Facilities related Health and Safety	✓	
Workable knowledge of Microsoft Word and Outlook	✓	
Understanding of safeguarding requirements	✓	
Good numeracy/literacy/ICT skills	✓	
Excellent communication skills (verbal and written)	✓	
Good organisational skills	✓	
Ability to relate well to children and adults	✓	
A problem solver	✓	
Ability to work proactively and independently	✓	
Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities	✓	
Ability to perform the physical (manual handling) task required by the post	✓	
Ability to adhere to the School's (Trust's) policies and procedures	✓	
Ability to remain calm under pressure	✓	
Driving Licence	✓	

<b>Relationships with Stakeholders</b>		
Work effectively as part of a team	✓	

<b>Personal Qualities</b>		
Professional working attitude	✓	
Shows initiative and demonstrates a 'can do' approach	✓	
Flexible and adaptive approach to work	✓	
Reliable and trustworthy	✓	
Committed to safeguarding children	✓	
Committed to equal opportunities.	✓	
Commitment to the overall success of the school and Trust	✓	
Proactive, enthusiastic, optimistic and innovative	✓	
Emotionally intelligent and self-aware	✓	

# How to Apply

We look forward to hearing from you.

**Closing date for applications:** 15<sup>th</sup> July 2026

We reserve the right to close this vacancy early and appoint a suitable candidate before the advertised closing date. Applications will therefore be reviewed on a rolling basis, and early application is encouraged.

**Interviews:** TBC

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)

