



Astrea Academy Trust

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Role Profile

Regional Facilities Manager

Astrea Academy Trust

ROLE SPECIFICATION

Academy / Department	Astrea Academy Trust
Post title	Regional Facilities Manager
Responsible to	Strategic Head of Estates
Full time Salary	£41,050 to £43,261 per annum
Pro-Rata Actual Salary	N/A
Working Pattern	52 Weeks 37.5hrs pw
Pension	Employee pension contribution 6.5% - Employer pension contributions 24%
Working Hours	0830 - 1630
Line Management Responsibility	Yes

ROLE SUMMARY

Lead the delivery and development of facilities services across the Trust. You will work closely with the operational directorate to ensure building compliance, maintenance standards, and operational safety requirements are upheld. Your focus will be on managing facilities assets, and life cycle projects, overseeing third-party contractors, maintaining site infrastructure, and ensuring health and safety obligations are met. This is a critical operational role that supports a safe, efficient, and legally compliant working environment across all school buildings.

RESPONSIBILITIES AND DUTIES:

Project Management:

- ★ ★ Contribute to the planning and execution of infrastructure projects, including lifecycle refurbishments, retro fit expansion, sustainability initiatives and PPM
- ★ ★ Provide facilities input on layout efficiency, equipment location, and compliance during project development.

Planned and Reactive Maintenance:

- ★ ★ Own all hard facilities services across sites, including building fabric, utilities, heating/cooling, grounds, and security.
- ★ ★ Develop and manage the planned preventative maintenance (PPM) programme across all facilities in your region.
- ★ ★ Respond to building issues with urgency, ensuring minimal operational disruption.
- ★ ★ Develop and maintain the asset register alongside condition surveys and coordinate repairs, inspections, and servicing schedules.

Contractor and Supplier Management:

- ★ ★ Oversee all third-party maintenance providers and contractors and building services.
- ★ ★ Ensure contractor compliance with risk assessments and permit-to-work systems.
- ★ ★ Monitor contract performance and cost control against agreed SLAs and budgets.
- ★ ★ Assist with the support of cleaning and security procedures and processes within the Trust.

Health and Safety Compliance:

- ★ Ensure all sites comply with relevant H&S regulations and internal policies, including fire safety, first aid, Legionella, Asbestos management and COSHH.
- ★ Actively monitor workplace safety in all locations in line with HSE guidelines.
- ★ Ensure all operating equipment is fit for purpose and maintained in line with guidelines.
- ★ Work in conjunction with the H&S Manager to monitor existing and new H&S legislation/regulation to ensure that the Trust is operating appropriately and responds to change accordingly.
- ★ Develop site standard training packages and develop and deliver ad-hoc bespoke training workshops.

Audits and Risk Management:

- ★ Carry out regular audits to ensure safety systems, emergency procedures, and statutory checks are effective.
- ★ Monitor workplace hazards and proactively resolve potential risks to staff and operations.
- ★ Support the business with insurance inspections and legal compliance requirements.

Management:

- ★ Maintain records of staff training, equipment checks, and compliance actions.
- ★ Manage, motivate and develop staff within the team to ensure that they are able to deliver their responsibilities.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Further academic qualifications or management training		•
Professional qualification such as IWFM, RICS, APM/Prince2	•	
Building site management		•
Experience		
Multi-Site management experience.	•	
Health and Safety and Facilities Management experience	•	
Experience in Education/NHS or public sector environment		•
Experience of PFI contracts		•
Knowledge		
knowledge of environmental, H&S regulatory, and legal frameworks.		•
Knowledge of buildings and the built environment	•	

Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy

- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org