



# JOB DESCRIPTION

Job Title: **Community Facilities Manager**

Location: **Malcolm Arnold Academy**  
(With potential to expand into other  
DRET schools within Northamptonshire)

**Job Purpose:** To be responsible for the safety of lettings customers and security of the campus, ensuring site is left tidy, secure, and alarmed at each shift end. To facilitate the growth of academy lettings. To manage and coordinate Lettings Officers.

**Background:** The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.  
  
Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:** Academy Operations Manager

**Grade:** NJC22

**Hours:** 37 Hours per week, Exact hours to be agreed, will include regular evening and weekend hours.

**Main Duties & Responsibilities:** To manage the community use of academy facilities, to include marketing, the facilities, managing bookings and management of on-site users. The management and scheduling of Community Connect employees. To ensure the security of the facilities before, during and after bookings and to provide an excellent service to all internal and external lettings users.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities, related to the role, may be expected.

- ★ Where required, carry out, onsite, facilitation of community bookings, including opening and closing facilities at the start and end of each booking period, patrolling the site to ensure the campus is safe and secure and take remedial action if required. To act as the designated point of contact and key holder for the academy premises during community activities.
- ★ To ensure the site is appropriate for all scheduled community bookings, presenting it as clean and tidy along with any required equipment being made available.
- ★ Monitor site usage, ensuring all lettings align with the terms and conditions set out.
- ★ Operate systems such as heating, cooling, lighting, and security when required.
- ★ Provide excellent customer service, working with colleagues to make the academy the heart of the local community.
- ★ Perform duties in line with health and safety regulations and act where hazards are identified, report serious hazards to Academy Operations Manager immediately.
- ★ Undertake regular health and safety checks of buildings, grounds, fixtures, and fittings, (including compliance with fire safety regulations) to ensure the continued safety of occupants.
- ★ Ensure that all the equipment is safe to use and to ensure that all equipment is being used safely and correctly.
- ★ To organise the replacement of any broken or poor equipment and re-marking of court lines, that are required for Community bookings.
- ★ Ensure the facilities are of a high standard of cleanliness before and after all lettings. When required, carry out basic cleaning duties, such as clearing rubbish or debris from the 3G pitch or sports hall, or emptying bins if they become full (full cleaning service is provided by the school).
- ★ Ensure all equipment is returned to its storage space after every community booking and that the facilities are ready for school use the following day.
- ★ Monitor income and ensure all bookings are paid for and report termly income and expenditure reports.
- ★ To ensure all hirers provide relevant documents, including safeguarding checks, ahead of their booking taking place.
- ★ Use the Academies School Hire system to oversee future onsite bookings, acting as the first point of contact for any customer queries or requests. Manage all customer bookings and new enquiries to hire the academy facilities.
- ★ Liaise with hirers regarding any changes to bookings in a timely manner.
- ★ Work with the Trust Wide Lettings Development Officer to promote empty booking slots and

facilitate the growth of academy lettings. Identify, and act upon, marketing opportunities to increase the number of bookings on site.

- ★ Working with the Academy Operations Manager, recruit, train, and directly line manage the Community Connect Assistants (Lettings Assistants).
- ★ To organise and manage the Community Connect Assistants to ensure shifts appropriately cover all community use bookings.
- ★ Work alongside the Academy Operations Manager to ensure the site is appropriate, accessible, and sufficient for external lettings and bookings.
- ★ Managing the order, replenishment of and maintenance of any additional catering facilities, including vending machines and cafes, where in place

## **PROFESSIONAL DEVELOPMENT**

- ★ Participate in regular in-service training (INSET), CPD sessions and personalised continued professional development.
- ★ Undertake critical self-evaluation and participate in CPD designed to enhance the quality of teaching or other working practices.

## **SAFEGUARDING**

- ★ Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## **KEY RESPONSIBILITIES – ALL STAFF**

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the year team.
- ★ To support and contribute to the academy's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Presentation
- 3 – Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Educated to GCSE (Level 5 in Eng/Mths or equivalent)	✓		
★ First Aid Trained		✓	
★ Fire Marshall Trained		✓	
<b>Experience</b>			
★ Experience of team leader responsibilities or management of a function.	✓		
★ Experience of working in Customer Relations.	✓		
★ Experience in dealing with regular system inspections such as heating and security; and the organisation of emergency repairs or decisions on planned maintenance		✓	
★ Stock control of designated equipment and materials		✓	
<b>Skills and Knowledge</b>			
★ Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance.		✓	
★ Knowledge and expertise in minor maintenance and repair		✓	
★ Basic computer skills and knowledge of bespoke lettings software		✓	
★ Must hold a valid UK Driving License with, 3 disciplinary points or less.	✓		
<b>Personal Qualities and Ethos</b>			
★ Requirement to operate and use tools and equipment and to undertake general portorage duties	✓		

★ Requirement to undertake tasks both indoors and outdoors which may include cleaning, minor repairs in toilet areas, dealing with spillages, waste collection etc.	✓		
★ Competent in the exchange of information with academy staff and external stakeholders.	✓		
★ Meet customers' requirements as part of customer care for lettings.	✓		
★ Demands high standards and expectations	✓		
<b>Equal Opportunities</b>			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
<b>Safeguarding</b>			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, always, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information, and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
<b>Health and Safety</b>			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*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 Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or*

*continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***

