

Matrix Academy Trust
Dame Elizabeth Cadbury School & Turves Green Boys' School
(Central Facilities Team)
Job Description – Multi-School Facilities Coordinator

Arrangement:	Monday – Thursday 8am – 4pm, Friday 8am – 3:30pm All year round (<i>including school holidays</i>) – Holidays can be taken during term time. Based at Dame Elizabeth Cadbury School, with responsibility for Dame Elizabeth Cadbury School and Turves Green Boys' School (remote support and 2 half-days per week on site acting as the senior role within the Facilities Team). This role will grow to a maximum of 4 school sites.
Salary:	Grade 12 Scale Point 45-48
Main Purpose:	The Multi-School Facilities Coordinator will act as the lead Facilities manager across multiple academies, currently Dame Elizabeth Cadbury School & Turves Green Boy's School. The role is responsible for ensuring compliance, health and safety, and the efficient management of estates functions. The postholder will line-manage and supervise Facilities teams (where there is no Senior Facilities role) and Senior Facilities Supervisors (where applicable), ensuring that buildings and grounds provide a safe, secure, and effective environment for pupils, staff, and visitors. The role will report directly to the Trust Head of Capital & Compliance and will work closely with the Central Facilities Team.
Main Activities:	Compliance & Health and Safety • Ensure both sites meet all statutory and Trust compliance requirements (e.g., fire safety, asbestos management, legionella, electrical testing, gas safety, etc.). • Lead on site Health & Safety compliance, including carrying out and monitoring risk assessments. • Act as the designated lead for H&S at Dame Elizabeth Cadbury School and Turves Green Boys' School, liaising with Hub Managers and the Trust's Head of Capital & Compliance. • Maintain accurate records on Parago and ensure daily, weekly, monthly and annual compliance checks are completed by Facilities teams. Facilities & Site Management • Oversee the day-to-day management and upkeep of Dame Elizabeth Cadbury School and Turves Green Boys' School, ensuring a safe and welcoming environment. • Manage site security, maintenance, and cleaning operations, ensuring high standards are consistently delivered. • Ensure planned preventative maintenance schedules are adhered to and daily check lists are completed by the team. • Supervise contractors working on site, ensuring works are completed to specification and in compliance with Trust policies. Leadership & Supervision of Teams • Line manage and support Senior Facilities Supervisors (where applicable) and/or Facilities teams across both schools. • Provide leadership, guidance, and support to ensure staff complete daily/weekly compliance tasks, site checks, and facilities duties. • Undertake performance management and appraisals in line with Trust HR policies. • Ensure effective communication between Facilities teams, Hub Managers, and Headteachers.

	Strategic & Operational Support • Work with the Hub Managers to plan and deliver estate improvements, refurbishments, and capital projects. • Support the Trust Estates Team with audits, inspections, and reports as required. • Contribute to emergency planning and support the delivery of the Trust's SMART Response® procedures. • Provide regular updates and reports on Facilities' performance, compliance status, and health & safety matters to the Hub Manager. Budgeting • In conjunction with the Trust Hub Facilities Managers and Senior Facilities Supervisors prepare costs and cost plans for repairs/maintenance and building activities as required. Any major repairs or projects will be subject to quotation or tendering thresholds. Swimming Pool • Ensure that trained staff operate plant equipment and pool cover. Ensure that the swimming pool is correctly treated, heated and cleaned in accordance with specified procedures
Other:	• Deputise for the Hub Managers when directed. • Undertake training relevant to the role and ensure continuous professional development. • Carry out any other duties commensurate with the role, as directed by the Head of Capital & Compliance. • Attend Safeguarding Training as required • To attend any other training courses as required • To undertake any duties reasonably directed by the Headteacher

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Person Specification – Multi-School Facilities Coordinator

Desired Personal Attributes	Method of Assessment
1. Physical • Fit and healthy as the post requires physical exertion. • Maintain a good standard of personal hygiene & presentation.	• Job and medical history from • Application form • References • Performance in interview process
2. Qualifications • Relevant Facilities or equivalent qualification. • Candidates must have an adequate level of literacy and numeracy. • Trade skills • IOSH trained (Training will be provided)	• Application form • Certificates • Reference • Interview task
3. Experience • Experience of managing facilities, estates, or site services in a school or similar setting. • Strong knowledge of health & safety and compliance legislation (e.g., fire, asbestos, legionella).	• Application form • Interview • Reference

• Ability to lead, motivate and supervise staff teams across multiple sites. • Strong organisational skills and ability to prioritise tasks effectively. • Proficiency in using compliance/asset management systems (e.g., Parago or similar). • Excellent communication and interpersonal skills, with the ability to work collaboratively with Headteachers, senior leaders, and contractors.	
4. Skills and Knowledge • Ability to lead a team of employees. • Ability to work independently using own initiative. • Can work constructively as part of a team.	• Application form • Interview • Reference
5. Personal Circumstances • The ability and willingness to do additional hours as and when required. • The ability to be flexible in fulfilling contractual hours.	• Application form • Interview • Reference
6. Disposition and Personal Characteristics • Dependable and reliable. • Confidence in being responsible for staff and facilities. • Trustworthy	• Application form • Interview • References
7. Legal Requirements • Enhanced Disclosure & Barring Service (DBS) check required. • Must not be prohibited from working with children.	• DBS Check • Application form • References
8. Other Requirements • Willingness to support remotely with other Hub schools if required	• Application form • Interview • References