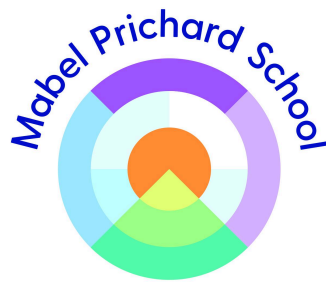


The **GALLERY TRUST**



A community of special schools



Facilities Manager

Mabel Prichard School

Candidate Information Pack

## Welcome



We are looking for a dedicated and committed Facilities Manager to join our strong and welcoming team at Mabel Prichard School.

Mabel Prichard School is a community special school for children and young people with complex needs from the ages of 2 to 19. We currently have 119 pupils on roll and are in a period of expansion.

At Mabel Prichard School, we believe in enabling every student to realise their full potential through motivating and preparing to succeed, so learners can have a happy, fulfilling childhood and a meaningful, positive adulthood. Our curriculum is accessible and aspirational and offers a broad range of opportunities to all learners in order to give them the best preparation for their futures. We have the very highest of aspirations for our pupils.

Mabel Prichard School is built across two sites, each providing a learning environment and therapeutic space to meet the needs of our learners. The team consists of teaching staff, health professionals, pastoral support workers, speech therapists, physios and occupational therapists. We also have a caretaker on the primary site.

Thank you for your interest in Mabel Prichard School. This is an exciting time to join our team and we look forward to receiving your application.

Alison Martin  
*Headteacher*

## **Facilities Manager**

Contract Type: Full time, permanent (37 hours per week, 52 weeks per year)

Salary Type: Grade 9 SCP 23 to 26

Salary Range: £34,434 to £37,280

Mabel Prichard School wishes to appoint a Facilities Manager who will demonstrate the skills and abilities to manage and organise the academy's site and facilities to the highest standards, ensuring that staff, students and visitors are safe and secure at all times.

The Facilities Manager will demonstrate a range of operational and management skills and will work flexibly to meet the academy's needs. The successful candidate will have professional experience in a site management role and will welcome the opportunity to develop their career.

**Benefits of working at Mabel Prichard School, part of The Gallery Trust, include:**

### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Multi Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in the Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work

### **Wellbeing**

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to Wisdom wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- Free Annual flu vaccinations

## **Application Process**

To apply for this post, please complete an application via MyNewTerm via the link below.

<https://mynewterm.com/jobs/147821/EDV-2026-MPS-96032>

**Closing date: Friday 12 June at Midday**

**Provisional interview date: 15 June**

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

### **Our Strategic Aims**

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

The Gallery Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently 7 special academies in the Trust, with a further academy planned to open in 2026/2027.

**JOB DESCRIPTION**  
**Facilities Manager**  
**Mabel Prichard School**

**Responsible to:** School Business Manager

**Job Purpose:**

To assist and support the School Business Manager, the Head Teacher and other members of the leadership team and teaching staff in providing high standards of teaching and learning facilities across the academy's two sites and to ensure that the academy meets its statutory health and safety requirements.

**Introduction**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher and Line Manager. The Head Teacher/Line Manager will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually.

**Key Responsibilities**

- To ensure that the ongoing and future needs of the academy are met in terms of site, property, assets, facilities and Health and Safety.
- To ensure that the school premises are cleaned to the approved specification
- To take overall responsibility for school security and day-to-day maintenance issues.
- Day-to-day management of the site, ensuring that staff, students and visitors are safe and secure at all times.
- To liaise and maintain relationships with suppliers, contractors and hirers of the school and deal with any problems as they arise.
- Supervision and monitoring of contractors, ensuring that contracts are carried out in accordance with specifications and liaising whilst contractors are on site.
- Ensure compliance with statutory and best-practice health and safety legislation and requirements.
- Maintenance of accurate records, information and data.
- Provision of reports, analysis of data and information.
- Working constructively as part of a team, understanding academy roles and responsibilities, and fully participating in the life of the academy.
- Attendance at meetings.
- Providing training to staff.
- Member of the academy's Critical Incident and Emergency Team.

**Site Management**

- Use of approved suppliers when possible and following the academy's policies on procurement best value practices when awarding contracts, in consultation with the School Business Manager (SBM).
- Maintenance and review of service contracts, including cleaning and security contracts, in consultation with the SBM.
- Monitoring the performance of contractors and addressing areas of concern.
- Maintenance of school premises to highest possible standards.

- Carrying out or arranging planned and reactive maintenance and repair works.
- Maintenance of premises and school asset registers.
- Efficient management of the heating systems, and most efficient operation of lighting, plumbing and other services.
- Promotion of sustainability.
- Maintenance of site security including responding to emergency call outs, liaison with police and surveillance contractors
- Moving of furniture and deliveries
- Undertake emergency cleaning duties when necessary, including specialist cleaning tasks and graffiti removal
- Dealing with emergency situations rapidly and effectively
- Carrying out specified procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Overseeing and arranging all other cleaning which does not fall within the contractual arrangements e.g. window cleaning.
- Liaising with the cleaning contractor supervisor, as necessary, to maintain standards, keeping the SBM informed of any breaches to contract.
- Supporting the organisation of academy events and activities
- Arranging the disposal of any redundant furniture and equipment in accordance with the Gallery Trust procedures.

### **Vehicles**

- Management and organisation of the academy's vehicles, complying with legislation and safety guidance, organising maintenance and repairs.
- Driving the school vehicles when directed for maintenance purposes and school trips and visits.
- Covering school taxi runs when required, in the locality of the school.
- To support the SBM with the management of the school taxi rota.
- Ensure vehicles are kept clean and reflective of the Academy image at all times.

### **Security**

- Registering as a key holder and being a point of contact in an emergency call out situation.
- Be responsible for ensuring routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
- Alerting the SBM to any risk of a breach of security.
- Contact and direct the appropriate services in the event of emergencies e.g. fire; flood; break-in; vandalism; accident.
- Ensuring that the intruder alarm and the CCTV are kept in good order and maintained regularly.
- Unlocking and opening the school site each day and for overseeing the closing and locking of the site each day

### **Grounds Maintenance**

- Managing and overseeing the contractual grounds maintenance company.
- Ensuring that playgrounds, paths and driveways are in a satisfactory clean condition and free from litter, leaves and other hazards.
- Attention to landscaping.

### **Lettings**

- To facilitate out of hours lettings and community use by arrangement with the SBM. To ensure that buildings are locked and unlocked for lettings, including general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

### **Health and Safety**

- Up to date knowledge of legislation
- Liaison with Estates Manager
- Inducting new staff and providing training to all staff
- Maintenance and testing of plant and equipment including fire equipment, water testing etc and ensuring results are recorded appropriately.
- Oversee electrical testing and maintain appropriate records
- Compliance with legislation, precaution and prevention measures, evacuation in connection with fire safety
- Emergency and contingency planning
- Undertaking and reviewing Risk Assessments
- Regular inspections to identify any risks, and addressing risks rapidly
- Preparing for Health and Safety inspections, and responding to findings

### **General**

- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the school
- Provide advice and guidance to staff and others on complex issues
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.

The Facilities Manager is based at Mabel Prichard Schools. However, Facilities Managers can be deployed across the academies in the Trust in response to short term needs and must be able to travel, hold a valid driving licence and have access to a vehicle.

**Selection Criteria  
Facilities Manager**

<b>Qualifications and training</b>		
	Essential	Desirable
Health and Safety professional qualification		<b>X</b>
First Aid qualification		<b>X</b>
Willing to undertake appropriate training (First Aid, Team Teach, Fire Marshall, Safeguarding etc)	<b>X</b>	
<b>Experience and knowledge</b>		
Experience of management of Health and Safety	<b>X</b>	
Knowledge of relevant Health and Safety legislation	<b>X</b>	
Experience of site management	<b>X</b>	
Experience of liaising, supervising and monitoring contractors and suppliers	<b>X</b>	
Experience of working in an educational establishment		<b>X</b>
Experience of managing lettings		<b>X</b>
Experience of managing a vehicle fleet		<b>X</b>
Experience of providing training		<b>X</b>
Experience of participating in site-related meetings		<b>X</b>
<b>Skills and Attributes</b>		
Good communication and interpersonal skills	<b>X</b>	
Organisational and administrative skills	<b>X</b>	
Good literacy and numeracy skills	<b>X</b>	
Excellent ICT skills to support the school site	<b>X</b>	
Ability to work on own initiative and within a team	<b>X</b>	
Responsive and flexible attitude	<b>X</b>	
Full driving licence	<b>X</b>	
Ability to support extended use of premises at evenings and weekends	<b>X</b>	
Ability to respond to respond to emergency call outs at evenings and weekends	<b>X</b>	
Ability to commence work at 7am to unlock site	<b>X</b>	
A commitment to the aims of the academy and to contributing to the academy community	<b>X</b>	
Ability to relate to and work with young people and a wish to work with students with Special Educational Needs and Disabilities	<b>X</b>	