



**PYRAMID**  
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

# Facilities & Compliance Manager

Recruitment pack

# Welcome to The Pyramid Schools Trust

At Pyramid Schools Trust, our uniqueness lies in our unwavering commitment to collaborative excellence.

We are not just educators, we are partners in shaping futures. What sets us apart is our genuine belief in the power of community and collaboration.

In every aspect of our practice, from curriculum development to pastoral care, we place a premium on inclusivity and belonging. Our familial approach ensures every partner, whether student, parent, or colleague, has a voice that is not just heard but valued.

This sense of belonging fosters a supportive environment where everyone can thrive. We achieve this through our ability to seamlessly integrate all-through education, spanning from early years to post-16.

By providing a consistent framework for teaching and assessment across the trust, we ensure every pupil has equal opportunities to excel. But what truly sets us apart is our relentless pursuit of excellence. Our vision is not just to provide education, it is to provide world-class opportunities that empower our learners to flourish in life. From our innovative curriculum to our dedicated staff, everything we do is geared towards achieving the best outcomes for all.

At Pyramid Schools Trust, we are not just building a brighter future, we are building a community where every individual can **achieve, belong, and contribute**. Together, we shape the future generation for success.



Steve Kelly, CEO



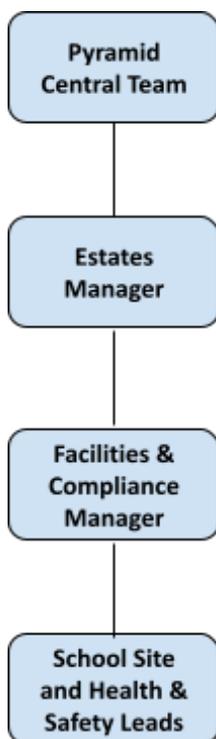
## Facilities & Compliance Manager

|               |  |
|---------------|--|
| Hours:        | Full time. Annual hours based on a 37 hour working week (52 weeks per year)  |
| Contract:     | Permanent  |
| Required:     | 1st June 2026  |
| Salary:       | Grade 10 - NJC pay points 28 - 30 (£39,152 - £40,777)  |
| Reporting to: | Trust Estates Manager  |
| Location:     | Across all existing and new Pyramid Schools Trust schools in Central Bedfordshire  |
| Role Purpose: | Planning, implementation and high quality delivery, in relation to facilities, health and safety and premises related aspects of our work. |

We are a forward-thinking Multi-Academy Trust dedicated to providing an exceptional educational experience for every student. We believe that a high-quality learning environment is the foundation of student success, and our Estates Team is at the heart of making that a reality.

Working with us means joining a collaborative, values-driven community. We are committed to the professional growth of our staff, offering a supportive environment where your expertise in facilities management and compliance will directly impact the safety, well-being, and future of our young people.

## Organisation Chart:



# Principle Responsibilities

## Strategic Leadership & Compliance

- Expert Advisory: Act as a key advisor to Headteachers, Senior Leaders, and Governors, providing expert guidance to ensure all delegated facilities and Health & Safety (H&S) responsibilities are met with excellence.
- H&S Lead: Serve as the Trust's Lead Health & Safety Officer. In collaboration with our competent person, you will ensure all statutory requirements and best practices are seamlessly integrated into daily operations.
- System Optimisation: Lead the review, development, and implementation of robust facilities management systems to guarantee the smooth and efficient running of all Trust schools.

## Operational Excellence & Asset Management

- Condition Monitoring: Oversee rigorous, regular inspections of buildings, grounds, and equipment. You will proactively identify and manage remedial actions to maintain a safe, inspiring environment for students, staff, and visitors.
- Contract & Vendor Management: Partner with Trust colleagues to select and manage high-value service contracts (e.g., catering, cleaning, energy), ensuring service levels meet our rigorous standards.
- Capital Projects: Support the Trust Estates Manager in managing tenders and trade contractors, ensuring capital works and site developments are delivered on time, within budget, and to a high specification.

## People & Financial Development

- Team Empowerment: Mentor and support premises staff across the Trust, identifying professional development opportunities and coordinating training to build a high-performing team.
- Income Generation: Proactively identify and secure external funding through bid writing and the strategic optimisation of school letting arrangements to maximise reinvestment into our facilities.
- Procurement & Planning: Work alongside Finance and Leadership teams to execute Site Development Plans and manage the procurement of furniture, fixtures, and equipment.

## Collaboration & Community

- Stakeholder Liaison: Represent the Trust in partnership meetings and manage Joint Use Agreements to ensure community and school interests are balanced.
- Event Support: Provide operational expertise for school events and functions, ensuring facilities are prepared to showcase our schools at their best.

## Additional Information

- Working Hours: 37 hours per week, 52 weeks per year. We value work-life balance; while attendance at occasional evening Governor or Trust Board meetings is required, hours will be flexibly rearranged to compensate.
- Flexibility: Working hours are reviewed annually to ensure they meet both the Trust's needs and your professional requirements.
- Holiday Periods: During school holidays, your priorities will be shaped in collaboration with the Estates Manager and the Pyramid Central Team to focus on strategic maintenance and project delivery.

## Person Specification: Facilities and Compliance Manager

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

**Essential (E):-** without which candidate would be rejected

**Desirability (D):-** useful for choosing between two good candidates.

*Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria:*

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>EXPERIENCE:</b>  |           |           |
| Substantial experience of the management and supervision of Employees performing similar work.              | ✓         |           |
| Experience of the management and use of IT for estates practices and health and safety reporting.           | ✓         |           |
| Experience of working in a school environment is desirable for this post.                                   |           | ✓         |
| <b>SKILLS &amp; ABILITIES:</b>  |           |           |
| Strong analytical and literacy skills to be able to draft reports, and understand complex written guidance. | ✓         |           |
| Able to communicate effectively with external agencies and colleagues.                                      | ✓         |           |
| Presentation skills.  | ✓         |           |
| Ability to work with minimal supervision and direction.   | ✓         |           |
| Ability to adjust to constantly changing work demands and to meet competing deadlines.                      | ✓         |           |
| Ability to develop the skills of others within a structured framework.                                      | ✓         |           |
| Ability to work as part of a multidisciplinary team.  | ✓         |           |
| Sound ICT skills.   | ✓         |           |
| Ability to manage the performance of others.  | ✓         |           |
| Ability to act on own initiative.   | ✓         |           |
| Ability to make effective decisions.  | ✓         |           |

|   |   |   |
|---|---|---|
| Consultation and negotiations skills.   | ✓ |   |
| <b>EQUALITY ISSUES:</b>   |   |   |
| Committed to the principles of equality of opportunity.   | ✓ |   |
| Able to recognise discrimination and take action within the policies and procedures of the school.                | ✓ |   |
| Able to understand the issues for pupil's education in an urban, multi-cultural context.                          | ✓ |   |
| <b>SPECIALIST KNOWLEDGE:</b>  |   |   |
| Knowledge of Estates Management and Health & Safety.  | ✓ |   |
| Knowledge of COSHH.   |   | ✓ |
| <b>EDUCATION &amp; TRAINING:</b>  |   |   |
| Qualifications or experience relevant to the role.  | ✓ |   |
| Competent in English/Maths.   | ✓ |   |
| Willingness to undertake relevant training including first aid training and relevant health and safety courses.   | ✓ |   |
| NVQ4 or above in Facilities Management.   |   | ✓ |
| IOSH Managing Safely.   |   | ✓ |
| <b>OTHER:</b>   |   |   |
| Able to adapt to changing operational demands in terms of tasks undertaken.                                       | ✓ |   |
| Able to work flexibly to meet the needs of the Trust(this may include some evening and weekend events/ meetings). | ✓ |   |
| Full driving licence.   | ✓ |   |



**Closing date:** Monday 20th April 2026

**Invitation to Interview:** Wednesday 22nd April 2026

**Interviews:** Tuesday 28th April 2026