

Job Advertisement: Estates and Facilities Manager

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

Job details

Location: Fitzwaryn School, Denchworth Road, Wantage, Oxon, OX12 9ET

Salary: Grade 8-9, point 18-26. Hourly rate £15.17-£18.06. Actual salary £31,642.16-£37,658.38. Rate will be dependent on experience.

Hours: 40 hours a week, to be worked from Monday to Friday between 7.30am-4.00pm. 28 days paid holiday per annum, plus bank holidays, depending on grade.

Contract type: Full time, permanent, all year round.

Reporting to: Headteacher

Responsible for: N/A

Start date: ASAP

Fitzwaryn School is a very friendly and extremely successful school for children and young people aged 3-19 years. Our pupils have a range of learning difficulties, including moderate and severe learning difficulties, PMLD and autism. The school was judged Outstanding by OfSTED in all areas in May 2022.

The school is part of The Propeller Academy Trust.

About the role

- To proactively manage the estates and facilities function across the school, including organising contractors and undertaking repairs and site maintenance.
- To manage, maintain and develop the physical resources on site to optimise use for staff, students, and the community.
- To support the Senior Leadership Team and the Chief Operations Officer in their role in relation to the management and monitoring of the repairs and maintenance budget.
- To support the Senior Leadership Team and the Chief Operations Officer in their role in relation to the strategic running of the estate and successful delivery of all capital projects.
- To consistently promote a positive H&S culture across the school and be the school representative on the Trust Health and Safety Committee, helping to shape H&S policy across the Trust.
- As main keyholder, to maintain the security of the school.
- To ensure the completion of compliance testing and equipment servicing in line with the relevant regulations.

We are seeking an individual who has

- Relevant estates and facilities site management experience.

- A proactive approach to identifying areas for improvement.
- Experience of managing budgets and understanding estates spending trends
- Skills in all aspects of basic building maintenance and general repairs.
- Good knowledge and understanding of Health and safety management systems.
- Good computer literacy, the ability to use a range of Microsoft products, as part of the day-to-day work.
- The ability to work effectively and independently without supervision.
- A proactive, and supportive approach to staff and stakeholders.
- A proactive approach to observing the daily operations of the site and being vigilant to risks.
- Can do attitude.
- The ability to works well in a fast-paced environment and calm emergency situations.
- The ability to adapt to change.
- A tidy and well organised manner.
- A commitment to safeguarding and promoting the welfare of children and young people.
- A good sense of humour.
- Strong verbal and written communication skills.
- The ability to prioritise, and plan work out in advance in an organised manner.
- Good record management skills, especially in relation to testing and controls.

In return we can offer you

- The opportunity to work with a progressive and forward-thinking multi-academy trust, where you are making a difference to the lives of young people.
- Opportunities for development and career progression
- Extensive induction programme and ongoing CPD and training
- A range of staff benefits including
 - one wellbeing day per term (after a qualifying period, pro rata for part time employees),
 - access to an Employee Assistance Programme
 - workplace pension scheme (LGPS)
 - Free eye test for DSE users
 - Free flu vaccinations
 - Free tea and coffee
 - Refer a friend bonus (up to £500)
- A positive and friendly working environment

Application process

For more information, please visit the school website and download the job description and complete our application form. Our website address is <https://www.fitzwaryn.oxon.sch.uk>

Completed application forms can be emailed to hr@propellertrust.org or submitted by post to Recruitment, Fitzwaryn School, Denchworth Road, Wantage, Oxfordshire, OX12 9ET.

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at hr@propellertrust.org

Visits to the school are welcome by arrangement.

Applications will be considered on receipt and interviews arranged accordingly.

Please note, the school reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).