

BONITAS MULTI-ACADMEY TRUST, RANELAGH SCHOOL, RANELAGH DRIVE, BRACKNELL

CEO: Mrs B Stevens MA B.Ed (Hons)



BONITAS
Multi-Academy Trust

Estates and Facilities Manager



Dear Colleague

Thank you for your interest in the role of Estates and Facilities Manager for the Bonitas Multi Academy Trust. In this letter, I would like to provide you with some brief insight into our context and our priorities.

The Bonitas Multi Academy Trust currently serves the children and young people of two schools in Bracknell: Ranelagh Church of England School and Jennett's Park Church of England Primary School. Ranelagh is an outstanding secondary school with a 300-year history of education in the local area; Jennett's Park is a two form entry primary school with a nursery which opened in September 2011. Between them, the two schools share excellent facilities and they are actively supported by the Oxford Diocese.

From the outset the Trust has been clear about its commitment to securing excellent outcomes for the children in its schools. Our core purpose is to provide high quality learning and education within a supportive, stimulating and secure environment which will ensure children and young people are able to thrive. With this in mind, we seek to employ inspirational and energetic staff, committed to the trust's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a carefully planned induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff in our schools collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me.

I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink. The signature consists of a stylized, cursive 'B' followed by the name 'Stevens' written in a smaller, more legible cursive script.

Beverley Stevens
COE Bonitas Trust

JOB DESCRIPTION

Job title	Estates and Facilities Manager
Hours	Full Time, 37 hrs per week, 52.14 weeks per year
Salary	BG-G (currently £29,577-£33,782, plus London Weighting £626)
Contract	Permanent
Location	Across the schools in the Trust, currently Ranelagh and Jennett's Park
Pension	Eligible for the Local Government Pension Scheme
Accountable to	The Head Finance and Operations
KEY FUNCTIONS OF THE ROLE	
Specific Responsibilities	<p>Job Purpose:</p> <ul style="list-style-type: none"> • To ensure the smooth and efficient running of the schools' premises and facilities, including maintenance, security, cleaning, health and safety and lettings.
General Responsibilities	<p>Site Management:</p> <ul style="list-style-type: none"> • Responsibility for the day-to-day management of the trust's facilities and premises including oversight of lettings, general building works and maintenance projects. • Oversight of schools' maintenance logs and approval of proposals relating to the maintenance, repair or replacement of buildings, furniture and fittings in accordance with budgetary provision. • Responsibility for the overall security of the schools' premises, the selection and ordering of equipment and consumables within the repairs, maintenance and facilities contract budgets.

- Responsibility for undertaking regular surveys of the sites, establishing and overseeing a rolling programme of work.
- Responsibility for oversight of the day-to-day maintenance and cleanliness of the schools' buildings and grounds through the management of the schools' site teams, cleaning contractors and the employment of skilled contractors as appropriate.
- Responsibility for contractors whilst on site, ensuring work is completed to the required standard.
- Coordination of the regular programme of checking schools' systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Responsibility for oversight of the operation of the schools' heating plant, cooling and lighting systems.
- Responsibility for arranging and undertaking general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation.
- Providing advice on the annual long term maintenance requirements to support a cost effective maintenance programme.
- Liaison with other school staff/departments on premises related matters.
- Responsibility for acting as internal project manager for all capital projects across the trust.

Health, Safety and Compliance

- Acting as lead Designated Health and Safety Officer, ensuring that all policies relating to this e.g. first aid and fire safety are current and remain compliant with relevant regulation.
- Undertaking responsibility for ensuring compliance with all relevant legislation and guidance, undertaking regular training, and ensuring that staff training is up to date and that appropriate training records are kept.
- Providing specialist advice, as required, to the Trustees, the Governing Body, Headteachers and school leadership teams on relevant national and local guidelines, policies and legislation, and interpreting matters of policy, procedure and statute to ensure compliance.
- Undertaking specific health and safety site walks, at least half-termly, maintaining relevant records of findings, advising the school leaders of any issues arising and ensuring that appropriate action is taken.
- Maintaining oversight of risk assessments in schools and ensuring compliance with all health and safety COSHH regulations.
- Producing and responding to complex correspondence and keeping adequate records.

Management of Staff

- Undertaking the day-to-day management of designated staff.

	<ul style="list-style-type: none"> • Completing annual appraisals using the agreed systems, identifying staff training needs and evaluating the effectiveness and impact of training. • Maintaining oversight of the supervision and management any apprentices appointed to the premises team. <p>Contracts and documentation</p> <ul style="list-style-type: none"> • Ensuring that all appropriate licences, insurances and certificates are obtained for the schools within the Trust. • Ensuring that the Trust maintains a comprehensive asset register covering all areas. • Evaluating contracts and making recommendations to the Trust’s Head of Finance and Operations as appropriate. <p>Other</p> <ul style="list-style-type: none"> • Undertaking all such other duties as may be compatible with the nature of the post, as reasonably requested by the Headteachers/Head of Finance and Operations

Attributes	Essential	Desirable
Education and Qualifications	<p>A level 3 qualification (or equivalent) in, for example, construction, surveying, engineering, business, landscaping or a related discipline e.g. RICS, ARIBA, RICE, IWFM</p> <p>Further professional qualifications (e.g. health and safety)</p> <p>Membership of a relevant Professional Institution e.g. ICE, CIOB or ILM , or actively working towards.</p>	Emergency at Work First Aid
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in evaluation and improvement planning</p> <p>Successful line management experience</p> <p>Evidence of leading, or contributing to staff development</p> <p>Experience of dealing with a range of stakeholders</p>	Experience of working in a school environment
Skills and Knowledge	<p>Expert knowledge of some of the areas identified in the job description</p> <p>Excellent interpersonal and communication skills</p>	

	<p>Ability to think strategically, innovatively and creatively</p> <p>Skilled in motivating, developing and inspiring staff</p> <p>Ability to work effectively as part of a team and with staff, governors and trustees, students and parents</p> <p>Ability to take a strong lead on standards and expectations across all teams, but also demonstrate a range of leadership styles</p> <p>Excellent ICT skills and familiarity with relevant software packages</p>	
Personal Qualities	<p>Commitment to promoting the ethos and values of the trust and getting the best outcomes for all stakeholders</p> <p>Commitment to working with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the trust</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Ability to maintain a positive and enthusiastic outlook, with resilience, perseverance and optimism in the face of challenges</p> <p>Ability to maintain a flexible, proactive approach to work and a commitment to being a team-</p>	

	<p>player</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Ability to maintain a friendly and supportive attitude towards all stakeholders and members of the wider community</p> <p>Ability to demonstrate enthusiasm for education and working in a school community</p> <p>Willingness to learn</p>	
<p>Other</p>	<p>Physical ability to use cleaning equipment and move or lift furniture.</p> <p>Awareness of the Anglican foundation and ethos of Church supported schools</p> <p>DBS Clearance (Enhanced) (the successful applicant will be DBS checked)</p>	

ROLES AND RESPONSIBILITIES OF ALL BONITAS TRUST STAFF

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the trust
- 2 To contribute to trust/school reviews, evaluation and forward planning and actively to support the implementation of the trust/schools' development plans
- 3 To ensure the implementation of all trust/schools' policies
- 4 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 5 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 6 To attend in-service training sessions as appropriate and work with advisory staff
- 7 To liaise with trustees, governors, staff and parents as appropriate
- 8 To encourage a stimulating, secure, safe and attractive environment
- 10 Actively to support the Trust in a public forum

Please complete our application form with a covering letter in which you summarise why you are suitable for the post and send it to recruitment@bonitas.org.uk by email.

HOW TO APPLY

Please send a completed application to recruitment@bonitas.org.uk

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Please note that CVs cannot be accepted.