



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

School Facilities and Estates Manager

Carr Hill High School



## A message from the Headteacher

Thank you for expressing an interest in the position of School Facilities and Estates Manager at Carr Hill High School.

This is an exciting opportunity for an outstanding, ambitious and dynamic individual to join the school at an exciting stage of its journey.

Carr Hill is situated in the market town of Kirkham in the Fylde, just over a mile from exit 3 of the M55 and with very easy transport links from a wide radius in the north west of England. Kirkham is just 9 miles from the coastal town of Lytham St Annes and an easy drive to the Lake District or Trough of Bowland. Kirkham is also served by Kirkham and Wesham train station.

The school is 11-16 and has an average of 180 students in each year group. Students come from over 25 different primary schools though there are a core group of feeder schools. Historically there are a significant number of army families due to the proximity of the barracks at Weeton which will have a new regiment in summer 2024. As the only state school in the immediate area, Carr Hill is a truly comprehensive school with a wide range of ability and social background.

We aim high at Carr Hill and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

At Carr Hill our mission is to provide a high-quality education that prepares students for the challenges of tomorrow. With a focus on pursuing excellence, we strive to create an inclusive environment where every student can achieve their full potential, through our Carr Hill values of 'Commitment, Aspiration, Resilience and Respect.'

We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

As a staff member of Carr Hill High School, you will be able to take advantage of the staff benefits available through the EPT.

If you have any questions about our school, or the role itself, please do not hesitate to get in touch.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [jenepherharrison@carrhill-ept.com](mailto:jenepherharrison@carrhill-ept.com)



**B. Layzell**  
Headteacher



**Education  
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Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

**Job Advertisement**

# School Facilities and Estates Manager

<b>Hours:</b>	<b>37</b>
<b>Weeks Worked:</b>	<b>52 (Full Year)</b>
<b>Start Date:</b>	<b>11 November 2024 (or sooner if possible)</b>
<b>Salary:</b>	<b>Grade G – SCP 24 – 28 £33,024 - £36,648</b>

Carr Hill High School wishes to appoint a hardworking, enthusiastic and committed School Facilities and Estates Manager. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

**The Job**

- The emphasis of this post will focus on school maintenance and supervision, legal safety compliance checks and DIY activities.
- Under the general guidance of the Headteacher/School Business Manager contribute to the smooth running of the school by carrying out a range of duties to the agreed quality standards, including maintenance, security and supervision of the site and related equipment as well as other site duties.

**What are the job requirements?**

- Competent with maintaining general repair/small builds experience to plant and equipment
- Site security
- Undertake routine inhouse inspections, tests and legal checks
- Ability to work as part of a team and independently
- Ability of working to deadlines or specific contract periods
- Excellent knowledge of Health & Safety, Fire Safety and COSHH
- Ability to establish good professional relationships at all levels.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to Government pension scheme.
- Free parking
- Training and development opportunities

- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date: Monday 7<sup>th</sup> October 2024 – 1.00pm**

**Interview date: Thursday 10<sup>th</sup> October 2024**

## **Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



**Job Description**

# School Facilities and Estates Manager

**Reports to:** School Business Manager

**Salary:** Grade G – SCP 24 – 28

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Managing all vendor contracts once these have been procured.
- Ensuring efficiency of all building systems.
- Coordinating school site safety programs as identified through risk assessment, safety audits or legal compliance (i.e. legionella, utilities, etc.).
- Managing a small repairs budget.
- Maintaining a safe work environment for all students and employees.
- Ensuring all processes and compliance programs are met and recorded.
- Managing facilities planning and space allocation.
- Preparing cost estimates for moves and equipment changes.
- Coordinating with department heads and building contractors during onsite works.
- Managing contractors responsible for maintenance of the school grounds.
- Ensuring all utility systems and onsite machinery are inspected and in accordance with regulations.
- Negotiating pricing for contracts for third party workers.
- Managing and supervising all cleaning and facilities personnel, to include issuing workplan and dealing performance related issues, appraisal and training as required.
- Acting as a key contact for contractors and liaising with 3<sup>rd</sup> parties to ensure contractors on site contractors have relevant safety training and risk assessment are prepared relevant to the job being undertaken.
- Coordinating all maintenance issues and schedules.
- Inspecting buildings' structures to determine the need for repairs or renovations.
- Ensuring all areas of the school are prepared and ready for relevant use, including cleaning of specified areas and oversight of cleaning for the whole school.
- Taking responsibility for the security of the building, including opening and closing of school for ready for the school day, meetings, maintenance and emergency services.
- Being responsible for the maintenance of equipment and machinery.

- Reporting and arranging for repair to any structural defects, premises, plant or equipment faults or breakdowns, ensuring these are reported to the Head Teacher/ School Business Manager as appropriate.
- Ensuring housekeeping standards are monitored and, where necessary, reporting concerns to the Head Teacher/ School Business Manager as appropriate.
- Undertaking routine in house inspections, tests and maintenance as required, keeping relevant records to ensure legal compliance (i.e. legionella checks, health & safety checks, fire alarm and emergency lighting etc.) and report any concerns to the Head Teacher/ School Business Manager as appropriate.
- Completing all activities in line with specific safety procedures reporting any concerns to the Head Teacher/ School Business Manager as appropriate.
- Be aware of, keeping up to date with and compliance with policies and procedures relating to Health, Safety and security.
- Ensure that all equipment is used in a safe manner, and any faults/incidents are dealt with and reported to the School Business Manager.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Ensuring all maintenance rooms are kept tidy and items labelled for easy identification of equipment and resources by staff and contractors, including the Site Supervisor and Cleaner's rooms.
- Undertaking caretaking , DIY and minor building works as appropriate and carrying out first line repairs and maintenance.
- Repairing doors, broken windows, handles etc. in the school.
- Undertaking carpentry /fitting and plastering works as required.
- Undertaking small remedial works including moving, replacing or erecting stud walls and or partitions.
- Paint and decorating as required.
- Replacing ceiling tiles, skirting boards and carpet tiles where required.
- Addressing any acute internal issues for example blocked drains, toilets, minor spillages, replacement of light bulbs and lamps.
- Operating cleaning or any school provided equipment in a safe and appropriate manner.
- Ensuring orderly and secure storage of cleaning equipment at all times.
- Being responsible for the provision/ordering of stock/equipment.
- Attending the School's Health & Safety committee meetings where required.
- Identifying and prioritising maintenance requirements, preparing and organising work programmes with the School Business Manager.
- Working as part of a team and support the role of others always contributing to the overall work of the school and if required, support other sites within the Trust.



- Undertaking personal development through training and other learning activities including performance management, as required.
- Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including GDPR, reporting all concerns to an appropriate person.
- Carrying out any other reasonable duties requested by the Headteacher commensurate with the level of the post to support whole school development.

**Note:**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Commitment to meeting the needs of the school community</li> <li>• Awareness of safeguarding issues</li> <li>• Able to work in a busy school environment and relate effectively and suitably to both children and adults</li> <li>• The ability to establish good professional relationships at all levels.</li> <li>• Experience of working to deadlines or specific contract periods</li> <li>• Evidence of practical application of aspects of building/grounds maintenance</li> </ul>	<p>E E E  E  E  E</p>	<p>A/I A/I A I  A/I  A/I  A/I</p>
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Site Supervisor’s Skill Course (CITB) or Caretaking Course (NVQ)</li> <li>• CSCS card</li> <li>• Full clean driving licence</li> <li>• First Aid at work, or willingness to work towards</li> </ul>	<p>D  D E D</p>	<p>A/I  A/I  A A/I A</p>



# Contact

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