



Transforming Lives

EDUCATIONAL TRUST

**MAT Facilities  
Manager**

**Recruitment Pack June 2022**

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# About Transforming Lives Educational Trust

## Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

## Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

## Our Strapline

Transforming tomorrow, today.

## Our Standards

### One team, one goal

- ◆ We are totally united and committed to improve life chances.

### Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

### No excuses

- ◆ We see it, own it, sort it.

### Community First

- ◆ If it's important to you, it's important to us – we care.

## Our Values

**T**end the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

**R**each for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

**U**talise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

**S**eize success – *holding onto our vision and building on our achievements (tenacity)*

**T**hank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

## Our Academies



## Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

### Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

### Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

### Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

## Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

## Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

### Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

### Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

### Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

### TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

## About the Role

Thank you for your interest in the position of MAT Facilities Manager at Transforming Lives Educational Trust.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

### So, who are we looking for?

This is an exciting opportunity for an experienced facilities professional to join our expanding Central Services team. You will lead our existing Site Teams to ensure services are delivered professionally, safely and to the highest quality across the Trust, whilst adhering to our policies and procedures and ensuring compliance.

Based at Houlton School, but with a requirement to travel to the other academies in the Trust, you will be the first post holder of Facilities Manager - a role that we now require because of the Trusts growth and ambitions for the Trust estate.

The Facilities Manager will report to our Business Operations & Estates Manager and be responsible for supporting the day-to-day leadership and management of our estate within the context of the overarching strategic aims of the Trust. This is a hands-on role working with other Central Team leaders and requires you to assist with the management of the overall estate operations and the delivery of strategic objectives.

You will be expected to take on and further shape the future of the Trust estate as well as provide operational line management for the Trusts site teams.

First and foremost, you are an experienced and influential facilities professional with exceptional sector knowledge and leadership ability. You thrive in an innovative working environment, build highly effective relationships and show sensitivity towards the needs of stakeholders within an educational environment. You will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operation. You actively seek out ways of improving your own performance and that of others in order to ensure the organization is highly efficient, effective and sustainable.

Whether you are a serving Facilities Manager or a successful and aspirant facilities professional, we hope you will feel this role could be for you.

## What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.



## How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

<b>Recruitment Timeline*</b>	
Week commencing 20 <sup>th</sup> June 2022	<b>Position advertised</b>
Friday 8 <sup>th</sup> July 2022	<b>Closing date for applications (9am)</b>
Friday 8 <sup>th</sup> July 2022	<b>Final Shortlisting and contact with candidates</b> <b>References will be requested at this stage</b>
Thursday 14 <sup>th</sup> July 2022	<b>Final Panel Process – Interview date</b>

*\*Timeline may be subject to change*

## Job Description

<b>Location:</b>	TLET Central Team – Predominantly Houlton School but with time spent at all academy sites
<b>Job Title:</b>	Facilities Manager
<b>Salary:</b>	£38,690 – £40,000
<b>Contract:</b>	Support staff terms and conditions 37 hours per week Monday-Friday, all year round.
<b>Start date:</b>	As soon as possible
<b>Responsible to:</b>	Business Operations and Estates Manager
<b>Responsible for:</b>	Site teams/Cleaning teams
<b>Job purpose:</b>	To support in the management of the estates function of Transforming Lives Educational Trust. Focusing on management of site and cleaning teams across all Trust sites and to ensure our academies are safe and compliant.

### MAIN ROLE AND RESPONSIBILITIES:

#### Health and Safety:

- Assist in ensuring health and safety standards are maintained at all sites and by all staff
- Carry out risk assessments, DSE assessments and COSHH procedures
- Organise, and where applicable attend relevant training
- Assist with emergency procedures, such as fire evacuation, lock down and first aid emergencies
- Attend and contribute to site health and safety meetings
- Ensure correct processes are followed for inducting contractors to site
- Ensure weekly testing procedures are carried out by site teams, in line with compliance and ensure any faults are actioned
- Keep up to date with changes to legislation

#### Estate Management:

- Maintain equipment servicing and maintenance schedules to ensure compliance, keeping good records of servicing and maintenance visits
- To support in the management of all aspects of any building projects and maintenance work undertaken on the school premises, including acting as a point of contact for building contractors
- Produce reports as required
- Oversee the management of lettings across the estate
- Support and suggest initiatives to improve sustainability across the Trust estate
- To be responsible for the ordering and checking of invoices
- Spend time at each academy, getting to know sites, equipment and key personnel
- Forward plan for future works, particularly school holiday periods
- Respond to reactive maintenance issues from each site as issues arise by organising works or repairs
- To determine whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate
- To draw up maintenance schedules and set routine programmes of work for site staff and cleaning staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all sites

### **People management:**

- Enthuse a dynamic and reactive Site Service Team
- To be responsible for the line management of all site staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their programme of work
- Carry out performance reviews with staff, and address both positive and poor performance in line with Trust HR policies and procedures
- Ensure all members of site teams are working to the highest standards of performance through regular meetings and checks, as well as supporting line managers to manage teams effectively
- To oversee the management of cleaning teams including contract cleaners
- Ensure adequate cover is arranged in the time of staff absences and shortages within the cleaning and site teams

Any other site support duties that are in line with the job purpose and grade.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

## Person Specification

<b>Job Title:</b>	Facilities Manager
<b>Reports to:</b>	Business Operations and Estates Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	<p>Maths &amp; English GCSE (or equivalent) grade 4 or above</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Google</p> <p>Full UK drivers licence</p>	<p>Membership of IWFM or other relevant professional body</p> <p>IOSH qualification</p>
<b>Experience</b>	<p>Experience of developing and managing a team a successful team</p> <p>Experience of building and servicing compliance and building management</p> <p>Experience of planning maintenance programmes</p> <p>Experience of managing contractors/project management</p> <p>Experience of writing risk assessments and managing risks in a working environment</p>	<p>Experience of working across multiple sites</p> <p>Experience of working in the education sector</p> <p>Experience of funding applications</p>
<b>Knowledge/Skills (Ability to)</b>	<p>Good level of written communication and interpersonal skills</p> <p>Attention to detail and a good eye to identify issues and possible improvements</p> <p>Ability to manage, inspire and promote good behaviour in others</p> <p>Ability to establish good working relationships at all levels</p> <p>Ability to influence those whom are not part of your team</p>	

<b>Personal Qualities</b>	<p>Ability to cope with a varying and demanding workload whilst remaining calm and focussed</p> <p>Ability to remain positive, show resilience and optimism in the face of challenges</p> <p>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</p> <p>Excellent communication skills</p> <p>Is committed to the continuous development of self and others by encouraging new ideas and seeking new opportunities</p>	

**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).**

