

CANDIDATE INFORMATION PACK



CITY OF LONDON
ACADEMY
HIGHGATE HILL

Buildings and Facilities Manager

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

CEO WELCOME

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'M. Emmerson', written over a white background.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

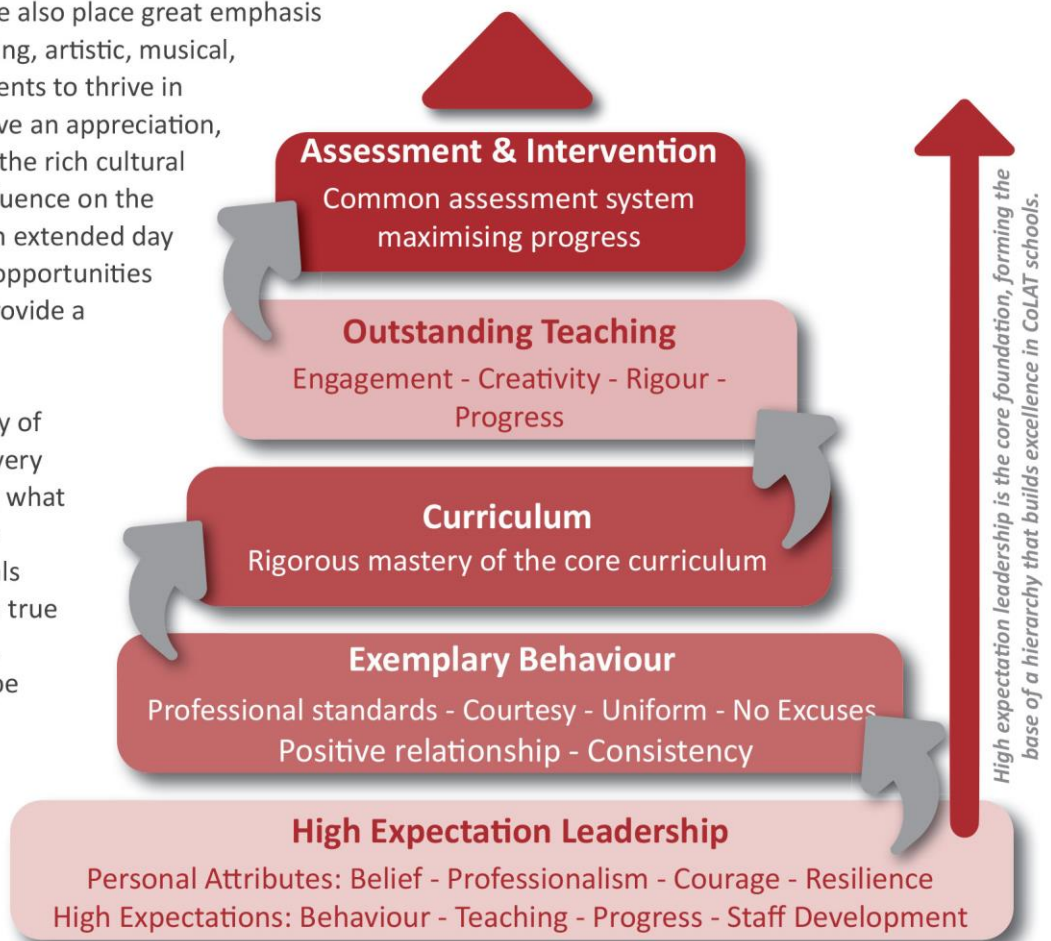
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching ‘powerful knowledge,’ and educating our students on the ‘best that’s been thought and said’ is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students’ sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school’s culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



PROFESSIONAL DEVELOPMENT

We are committed to providing **individualised** and **impactful** professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.


The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
 - **Occupational maternity and adoption pay following 26 weeks of continuous service**
 - **Generous annual leave entitlement**
 - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
 - **Cycle to work scheme**
 - **Corporate gym membership rates**
 - **Travelcard loan scheme**
 - **Annual training and development opportunities in addition to in-house staff development**
 - **Access to City of London housing allocation scheme**
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Principal's Welcome



Dear Applicant,

Thank you for your interest in the position of Buildings and Facilities Manager with the City of London Academy Highgate Hill. We are delighted that you have chosen to apply to our academy and welcome your application.

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability, non-denominational academy inheriting four cohorts (Years 8 to 11) from what was previously, Mount Carmel Catholic College for Girls. Our state of the art sixth form building opened in January 2024.

We aim to provide a world class education for our students - making them 'well-rounded' individuals. Our vision is to therefore create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Creativity, innovation and enterprise, alongside tradition and heritage are championed
- Developing people who are confident, resilient, compassionate and democratic
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If you feel that you can make a positive contribution, please apply. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Prince Genuh'.

Prince Genuh
Principal

Buildings and Facilities Manager – Job Description

Post: Buildings and Facilities Manager

Accountable to: Director of Finance and Operations

Grade/Range: PO2, SCP 31 - 33

Salary: £44,430 - £46,437

Working Pattern: Monday – Friday, 8.00am – 16.00pm, 35 hours a week (full time), 52 weeks per year. The role will require the post holder to work flexibly to meet the business needs of the academy, have a flexible attitude to working hours i.e. prepared to work outside normal working hours and days when required, including out of hours and call outs.

A/L Entitlement: 29 days

Location: City of London Academy Highgate Hill

Disclosure level: Enhanced

Responsible for: Facilities and Health & Safety

Main Purpose

- Manage the site premises to ensure compliance with all Health and Safety legislation, including compliance with the Health and Safety at Work Act, undertaking all risk assessments, maintenance of all fire and other safety equipment, hazards and defects.
- Manage and oversee the quality and performance of all external facilities management contracts including: cleaning, site maintenance, grounds maintenance, security, mechanical and electrical, service engineers and all sub contracts.
- Plan and execute building works and refurbishments, updating and developing the asset management and forward maintenance plans, liaising with the Director of Operations and Finance, and the Principal to ensure the COLAT site is fit for purpose and operates efficiently.

Key Accountabilities

Site Management

- Support the facilities team ensuring an effective and efficient service
- Lead the daily staff management and rota for the whole site and reception cover ensuring the safeguarding and security of students
- Manage efficiently and effectively all accommodation, buildings and grounds to ensure the safety of staff, students and visitors
- Ensure the security of the premises and equipment in accordance with established procedures and practices, making recommendations for improvements where required
- Establish and maintain a proactive Health and Safety provision in conjunction with the Director of Operations and Finance

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- Support the development of policies, systems and procedures for First Aid and premises management, ensuring records are maintained in accordance with HSE and education best practice
- Prepare and maintain all maintenance records
- Control the selection, supervision and quality of work undertaken, and ensure a safe system of work for all staff and external contractors working on site
- Manage staff requests for repairs and minor improvements through in-house work programmes
- Manage the Permit to Work schemes for all contractors coming to site
- Maintain, in conjunction with the Director of Operations and Finance, the asset register
- Identify and project manage building and refurbishment works
- Develop and oversee facilities budgets
- Maintain and develop spend plans and forecasts for all facilities function

Managing Service Providers and Contractors

- Supervise and manage contractors when undertaking work on buildings and grounds, ensuring all labour levels associated with the maintenance and upkeep of the facilities are maintained, including any specialist sub-contractors used to deliver contracts
- Ensure safe working practices and appropriate quality standards are maintained across both sites including Risk Assessments and Method Statements
- Undertake contractor management responsibility for reporting and monitoring against key performance indicators, with regular reviews with contractors to review and resolve problems, anticipating changes to mitigate problems in advance
- Manage the safety and security of the sites throughout the term and during closure period on a daily basis
- Proactively manage the premises and key building management and control systems including access system, CCTV, BMS, fire safety systems, plant and equipment, electrical systems
- Oversee and monitor energy consumption and energy usage
- Ensure building systems and assets are maintained in such a way as to maintain warranties (where appropriate), to reduce running costs and maximise asset life
- Lead and manage all contractors, ensuring they follow all relevant protocols

Health and Safety

- Manage safety and security of the site through the external FM Contractor
- Provide health and safety and facilities induction for all staff and visitors as required
- Ensure staff, students and visitors are aware of reporting procedures, time frame of work and immediate action as required
- Provide health and safety training and updates to all staff as required to ensure safe practice across the site
- Ensure that all Health and Safety policies are implemented and adhered to, and that appropriate legislation is compiled in terms of both staff, contractors and suppliers
- Provide training for staff on preparation of Risk Assessments, review Risk Assessments prepared by staff, and prepare all common Risk Assessments
- Manage schedule of health and safety audits including Risk Assessments
- Recruiting First Aiders internally and sourcing training, ensure adequate equipment and supplies

Fire Safety

- Act as Fire warden lead in conjunction with the Head of Operations and Finance.
- Recruit and train Fire wardens and source training
- Liaise with external FM to ensure Fire Safety assessments are undertaken and compliance with legislation
- Manage and implement the Fire evacuation procedures, including arranging termly fire drills, updating procedures to reflect changes and ensuring compliance with legislation and the recommendations of external consultants

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- Liaise with the Police and Fire Brigade in all aspects of security, fire and safety and take appropriate action in the case of a break in, theft or fire.

Other Duties

- To undertake such other duties as reasonable, commensurate with the general character of the post.

Statutory

- To work within a framework of best practice governed by the relevant occupational standards
- To promote the safety and wellbeing of students, ensuring that the Child Protection and Safeguarding policies and procedures
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and all applicable regulations and ACOPs
- To adhere to the Trust's Equality policy in all activities, and actively promote equality of opportunity

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Buildings and Facilities Manager – Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

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	Essential	Desirable
Qualifications		
Minimum of City & Guilds/OND in Engineering /Plumbing	Y	
Formal Health & Safety qualification – NEBOSH		Y
Evidence of on-going training and development	Y	
Experience working within the education sector		Y
Membership of relevant professional organisation e.g. BIFM / CIOB / RICS	Y	
Experience, Skills and Knowledge		
Facilities Management skills and experience	Y	
Project management skills and experience		Y
High level of health and safety knowledge	Y	
Experience of overseeing building maintenance	Y	
Customer focused approach	Y	
Strong administrative and organisational skills	Y	
'Can do', positive approach to problem solving	Y	
Ability to prioritise workload and meet deadlines	Y	
Excellent communication skills	Y	
Ability to consider immediate and potential factors and their possible impact on successful implementation of any solution	Y	
Ability to work using own initiative and as part of a team	Y	
Ability to work in partnership with all staff, teaching and support, governors and parents, with resilience and enthusiasm.	Y	
Personal Qualities		
Tact & diplomacy	Y	
Flexible attitude to work including: <ul style="list-style-type: none"> • Working hours and attendance out of hours • Demands and changes in the role • Willingness to be involved in the school and support school activities 	Y	
Integrity and honesty	Y	
Confidentiality and discretion	Y	
Collaborative working	Y	
Energy and resourcefulness	Y	
Excellent timekeeping	Y	
Sets high standards and expectations for self and others	Y	
Smart, professional appearance	Y	
Energy and enthusiasm	Y	
Other		
Willing to undertake any training required for the effective implementation of the role	Y	
Evidence of recent, relevant training		Y
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Buildings and Facilities Manager

Vacancy Description: Permanent, Full Time

Vacancy Location: City of London Academy Highgate Hill

Vacancy Closing Date: 21.00pm Sunday 12 January 2025

Submission: Applications must be submitted via the TES portal on the following link: <https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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