



Facilities Supervisor

(to include out of hours lettings)

Scale G, scalepoint 11, £28,412

Closing Date: 12 noon, 26th June 2026

Interviews: WC 29th June 2026

Starting: As soon as available

Facilities Supervisor

Alcester Academy is a small, oversubscribed school in South Warwickshire meeting the needs of 640 students in Y7-11. The school is a standalone Academy providing education for children in the local priority area. Alcester Academy has enjoyed securing extremely positive student outcomes over the last four years. This has placed the school in the top five percent of schools nationally and in a most favourable position in comparison to selective schools. This is a very exciting time for the Academy. Under new leadership, the school is looking to secure future development opportunities, and we are looking for an experienced, proactive leader for our site team.

The Academy is looking to recruit a Facilities Supervisor. This is an exciting opportunity for an individual to gain experience in facilities management, whilst managing Health and Safety compliance in a school environment.

We are looking for someone who is fully committed to working in a front-line service role and providing excellent customer service to support the Academy. The successful candidate will have experience of managing Health and Safety and of working within a facilities team. The candidate will also be experienced in undertaking minor project works from concept to completion. The ability to communicate effectively and confidently is essential to the post. This post requires the successful candidate to be flexible in their working approach in order to facilitate school lettings.

SPECIAL PROJECTS RESPONSIBILITY:

Between July and December 2026, the school will be undertaking a programme of capital investment projects. The postholder will have direct responsibility for the effective delivery of these projects, including full project and contractor management, ensuring compliance with health and safety regulations, and maintaining site security throughout the works.

Broad Description:

- Responsible to Business Manager for ensuring the school premises and facilities are maintained to a high standard, providing a safe, secure, clean, and welcoming environment for pupils, staff, and visitors.
- Lead on site operations, health and safety compliance, maintenance, and contractor management.
- Contribute to establishing and maintaining a culture of safeguarding children.
- Contribute to the school's statutory duty to safeguard and promote the welfare of children.

Key Responsibilities:

Premises Management

- Oversee the day-to-day maintenance and operation of the school buildings and grounds.
- Ensure the site is safe, clean, and well-presented at all times.
- Manage planned and reactive maintenance schedules.
- Liaise with contractors and service providers to ensure work is completed to a high standard.
- Manage lettings

Health & Safety

- Act as the school's Health & Safety Officer.
- Conduct regular risk assessments and fire drills.
- Maintain accurate records of statutory compliance (e.g., fire safety, water testing, asbestos).

- Ensure COSHH regulations are followed.

Security

- Ensure the security of the school premises, including opening and locking up procedures.
- Monitor CCTV and alarm systems.
- Respond to out-of-hours emergencies as required.

Lettings Management

- Manage the school's lettings programme, ensuring facilities are available, safe, and prepared for external users.
- Liaise with hirers to coordinate bookings and access.
- Ensure compliance with safeguarding and health & safety during lettings.
- Maintain accurate records of lettings and support invoicing processes.

Leadership & Management

- Line manage site staff (e.g., caretakers, midday supervisors).
- Allocate tasks and monitor performance.
- Support the School Business Manager in budget planning for premises-related expenditure.

Sustainability & Projects

- Support energy efficiency and sustainability initiatives.
- Assist with planning and delivery of capital projects and refurbishments.

A full job description is available separately.

Person Specification:

Essential:

- Proven experience in facilities or premises management.
- Knowledge of health and safety legislation and compliance.
- Relevant qualifications (e.g., IOSH, NEBOSH, trade certifications).
- Strong organisational and problem-solving skills.
- Ability to manage contractors and site staff.
- Good IT skills (e.g., MS Office, facilities management systems).
- Knowledge of basic site maintenance and good practice in building services (i.e. heating, plumbing, carpentry, electrical etc). Have a skill set suited to onsite repairs, maintenance and site upkeep.
- Driver's licence

Desirable:

- Experience in a school or educational setting.
- First Aid trained.

Applicants will ideally have a minimum of 5 years' experience

Reporting to: Business Manager

Salary: Scale G, scalepoint 11 £28,412

Hours: Full-time, 37 hours per week with the potential for flexibility following successful project completion, subject to agreement by all parties

This may include weekend working, as well as a requirement for the post holder occasionally to be available to work on Closed Days and Public Holidays to meet the needs of the Schools, specifically including special events in the school calendar which fall at evenings and weekends.

Type of position: Permanent, all year round

Holidays: 24 days holiday a year (increasing with service), 8 bank holidays and 2 concessionary days

Start date: As soon as available

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification and any accompanying documentation may be reviewed on an on-going basis in accordance with the changing needs of the academy and do not form part of the employment contract.

The successful candidate will need to appreciate the need to be flexible in terms of the time allocated to the respective areas of work outlined above as this is likely to change according to the pattern of the year - especially the academic year – and the evolving needs of the school.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people. You will comply with the Academy Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children or young people.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in any academy appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend any statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the Academy Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their

own acts at work. This includes co-operating with the academy and colleagues in complying with Health and Safety obligations to maintain a safe environment.

Facilities Supervisor Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

Education, Training & Work Qualifications	Essential	Desirable	EVIDENCED (Application Form Interview References)
Recognised training/qualifications associated with caretaking/DIY activities (e.g. C&G Certificate in Caretaking Maintenance, Electrical Testing Level 1)	•		A
NVQ 3 or equivalent qualification (or able to demonstrate equivalent knowledge and experience)	•		A
Relevant qualification in facilities management or a related field	•		A, I
Comprehensive knowledge and understanding of legislation, regulations, codes of practice, policies and procedures, including but not limited to Health & Safety at Work, COSHH, manual handling and working at height	•		A
Driving Licence	•		A
Valid MIDAS training		•	A
Knowledge of basic site maintenance and good practice in building services (i.e. heating, plumbing, carpentry, electrical etc). Have a skill set suited to onsite repairs, maintenance and site upkeep.	•		I
Working knowledge of administration systems, including MS Office	•		A
Ability to plan and prioritise a range of regular and irregular tasks and ability to analyse tasks and how they may best be achieved	•		I
Good oral and written communication skills (GCSE or equivalent)	•		A, I
Ability to relate in a friendly way with a wide range of personalities, be approachable and have excellent interpersonal skills.	•		I
Experience			
Experience in site management at a senior level	•		A, I
Experience in a similar role within an educational setting		•	A, I
Experience in building maintenance, handyperson and caretaking.	•		A, I
Experience of team management and supervising staff		•	I
Experience of driving minibus up to 17 seats		•	I
Professional Development			
Willingness and a positive approach to undertake appropriate professional development	•		A,I
Enthusiasm, self-motivation	•		I
Use of initiative, be proactive and work independently	•		I

An interest in working with young people	•		
Able to solve problems	•		
Understands school's policies		•	
Personal Attributes			
Be flexible and adaptable to working across different year groups	•		
Able to communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community	•		
Develop and maintaining good relationships with colleagues	•		
Have a positive attitude, energy and commitment	•		
Willing to become involved in extra-curricular activities		•	
Ability to work as part of a team	•		

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

The Application Process

Please complete the application form. A written statement in support of your application will be accepted but we do not consider CVs. The application form can be found on our website.

The deadline for applications is 12 noon on Friday 26th June 2026.

Interviews will take place provisionally WC 29th June 2026.

If you have any questions with regard to this vacancy or wish to visit the school, please contact admin@alcesteracademy.org.uk

We look forward to receiving your application.

Alcester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure is required for appointment to this post. In line with safeguarding procedures, all shortlisted candidates will be subject to an online search prior to interview. This forms part of our safer recruitment checks.



Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results that arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g. passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- Information such as gender, age, ethnic group, religious belief, sexual orientation
- Information about your health, including any medical condition, health and sickness records
- Information about criminal records;
- Information about being barred from working with children or vulnerable people

- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- to make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors, who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

February 2025