



# Facilities Manager

Application Pack

Start Date: February 2025



# Welcome from the Headteacher

Thank you for your interest in the position of Facilities Manager at Team Millfield. This is an exciting opportunity to join a dynamic team of staff who are focused on providing the best outcomes for our students. The Governors and I are looking for a highly-motivated Facilities Manager who is driven, determined and passionate to provide the best environment possible for our staff, students and stakeholders as we take Millfield on the next step of our journey to being exceptional.



We are a small, family school with around 880 students on roll. Millfield is the school of choice for our area and we have been vastly oversubscribed for many years. Our parents recommend us to other parents. We have high expectations, high ambition and behaviour is outstanding; there is a real belief in the Team Millfield ethos. I am a firm believer in giving every student the opportunity to be the very best that they can be; background should not be a barrier to a child's success.

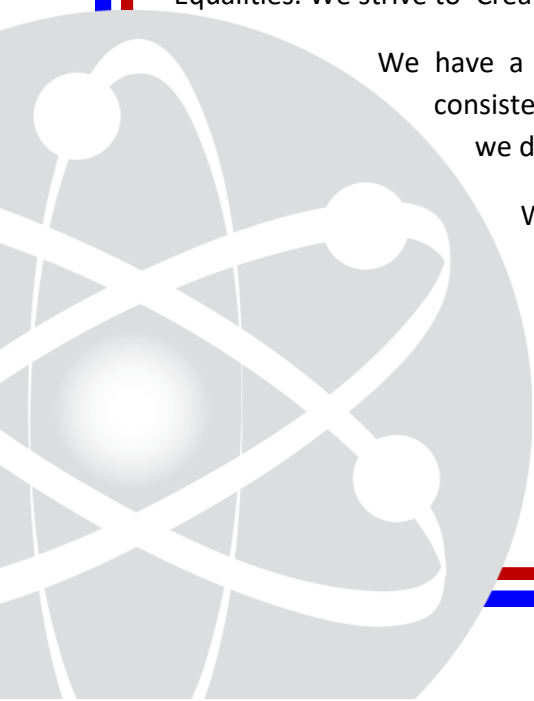
I have worked at Millfield since 2009 and was incredibly proud to have been appointed as Headteacher in September 2018. As a team, we have fostered a culture of continuous reflection and improvement; embracing the ethos "if we create a culture where every teacher believes they need to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve." Staff morale at Millfield is high and our team are proud to work at our school.

In July 2022, Ofsted confirmed that we are a 'good' school and our report shows that we are on the cusp of 'outstanding'. The school has been on a journey of improvement: we introduced a new curriculum model and options process in September 2020 and our results have been on an upward trajectory. We are quickly becoming a trail-blazing, beacon school and have been recognised with numerous awards: careers; attendance; behaviour 'gold' mark; CPLD and Equalities. We strive to 'Create Bright Futures' for all our students.

We have a fantastic team ethos; staff collaborate to ensure that developing consistently high-quality teaching and learning is at the heart of everything we do.

We have one clear priority:

- Teaching and Learning: Consistent high-quality teaching across the school, ensuring exceptional progress and outcomes for all students.



## We can offer you:

- A commitment to staff development in terms of high-quality award-winning CPL
- Supportive line management and appraisal;
- A supportive SLT committed to staff wellbeing and reducing workload;
- A wellbeing package;
- An Induction Programme;
- Being part of an outward-facing school;
- Recognition and retention of excellent staff through internal promotion;
- A friendly and dedicated team of experienced and supportive teachers, teaching assistants, clerical staff, site staff and pastoral staff;
- A team of staff who are committed to ensuring that children are both nurtured and educated;
- Enthusiastic students who enjoy coming to school, learning and being stretched and challenged;
- Engaged and supportive governors who want the best for our students and
- The opportunity to be part of the successful 'Team Millfield' as we move the school to outstanding.

If you have the skills, drive and enthusiasm to complement the Millfield vision and be part of our success, then I look forward to receiving your application.

Mrs Nicola Regan  
Headteacher

*N. Regan*



# Welcome from the Governing Body

Dear Colleague,

I would like to thank you on behalf of the Governing Body for the interest you have shown in our school and this position that you have applied for. This is an exciting opportunity and the successful applicant will be joining a happy, successful and welcoming school.

The Governing Body is seeking to appoint a Facilities Manager who can contribute to the continued success of the school.

Millfield is at a significant stage in its development as we are on a journey to 'outstanding'.

The school has had fantastic success over the last few years, including being in the top 10% of schools nationally for attendance and in our recent Ofsted inspection in July 2022. The governors have a very simple wish for the school and that is to provide an environment that allows all students to become the very best that they can be. The majority of the governors are recruited from our parents and we all have a keen and vested interest in providing the advice and support to help the school in its strategic vision.

We wish you every success with your application, and we look forward to working with you over the coming years.

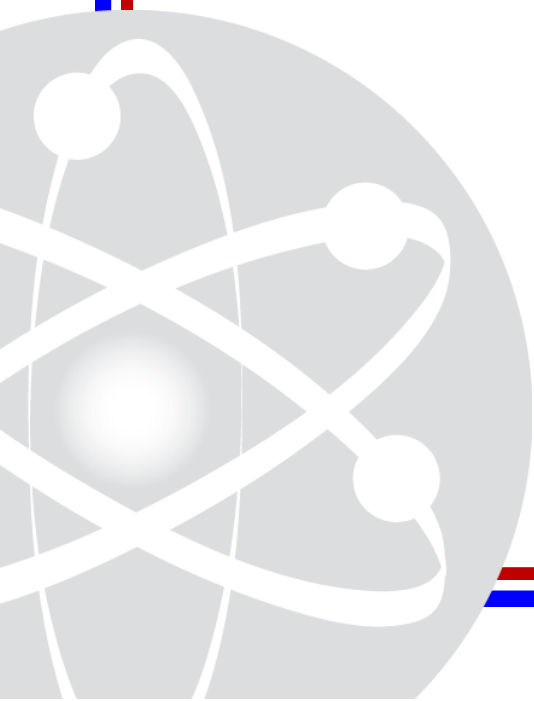


Yours faithfully,

A handwritten signature in black ink that reads "David Slack".

Mr David Slack

Chair of Governors



# Welcome from the Students

Dear Applicant,

Welcome to Team Millfield! Our school is a place where students feel safe and welcome. Our students are respectful and polite, and we enjoy coming to school. When students come to Millfield every morning they know how to behave and how to get the most out of their lessons. Millfield is a great environment where students transform from young children in Year 7 to young adults in Year 11, ready for the world.

During our time at Millfield, every one of us has had a chance to shine and experience things we may not have done without the school. From our breath-taking trips to New York, Italy and Paris, to our wonderful clubs, such as dance, debating society, art and the many sports and extracurricular activities. Our school has so much to offer! The Year 11s who leave Millfield and go on to the next stage of their educational journey always miss these fantastic opportunities. Our teachers care about all students' life chances and it is vital, from a teacher's perspective, for students to have the best five years possible. Leaving school with phenomenal grades is important but so are the experiences that will last a lifetime. Here at Millfield we get both!

We believe that Millfield is a journey that everyone's driving through together. We always admire a person with a personal drive for what they want to do. As students, we would want a staff member who is ambitious, strict and hard-working. If you do come to work at Millfield, we would love you to also be a kind and warm person who students know they can smile at on the corridor. We hope that you will be joining us here at Millfield and become part of our exceptional team.

Yours faithfully,

The Senior Student Team



# Staff Testimonials

"In 2018, I began my teacher training through a school's direct course and I was lucky enough to complete half of my training year at Millfield. Half way through my training year when I saw a post advertised, I applied without a second thought because I wanted to work with like-minded people to drive education forward.

After a year of working as a teacher of Performing Arts, I was appointed as Head of Dance. Working at Millfield has enabled me to work in an environment where students are given the opportunity to thrive emotionally, socially and academically. There is nothing more rewarding than witnessing and supporting students in their development.

I am now in my third year of employment with Millfield; they have been extremely supportive and have offered me an abundance of opportunities to continue my professional development. I have felt like a valued member of 'Team Millfield' since day one. I know that Millfield will support me for the remainder of my career. I know they will continue to push me to be the best teacher I can be."

Alice Kilmartin, Head of Dance.



"In 2015, I gained the position of Senior Science Technician at Team Millfield. During my first 12 months I had the opportunity to work with a committed and supportive science department, as well as the wider school. I was provided with an opportunity to gain teaching experience in the following years, with the view to undertaking the Assessment Only route into teaching. Over the years, I was given guidance, advice and training in all aspects of teaching and learning, allowing me to successfully complete the course and gain QTS.

Through the support I have received from the fantastic team at Millfield and continued CPL opportunities, I was fortunate to be appointed for the position of Head of Transition & Aspirations. I have seen my professional development progress considerably over the years and look forward to seeing what the future holds for my career at Millfield."

David Booth, Second in Science.

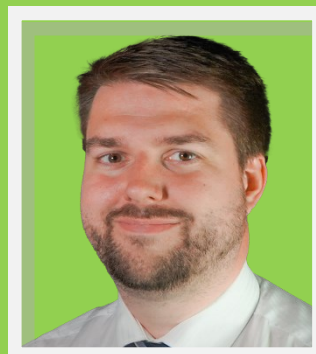


"I joined Team Millfield in September 2022, and it has been the best decision of my career. Since the day of my interview, when I was taken on a tour of the school by the Head Boy, who spoke about Millfield with such pride and enthusiasm, I have been excited to start and join such a wonderful and collaborative team.

Throughout my first half-term of working at Millfield, the staff have been supportive and welcoming, helping me to settle and adjust to new procedures and processes. There have been regular CPL sessions with a thorough CPL programme to ensure all staff continue developing, as well as a supportive SLT who have already let me enrol on different courses to ensure I continue developing as a teacher.

As for the students, it is refreshing to be in a school where there are high expectations and a focus on consistency, allowing teaching staff to focus on teaching and ensuring all students are making progress. The students want to learn, and it has been a rewarding experience to see such progress being made within the first half-term, with students being enthusiastic about learning languages. The addition of Spanish has also generated a buzz within the department and students alike. Already I feel like a valued member of staff, and I look forward to continuing to learn and develop my career here at Team Millfield."

Christopher Hardy, Second in Modern Foreign Languages.



# Staff Testimonials



"In 2009, I was placed at Millfield as part of my PGCE course through the University of Cumbria. Fortuitously, a vacancy within the English department was advertised during this time and I was lucky enough to secure a permanent post. In the years since then, I have worked as a teacher in the English department, been promoted to third in English, Pupil Premium Coordinator, Lead Practitioner, Head of English and now, 15 years later, I'm the Assistant Head teacher in charge of Teaching & Learning.

As you can see, Millfield creates opportunities for its staff. This is testament to the Headteacher and SLT who listen carefully when you talk about your expectations for professional development and, in turn, create opportunities to help and support you along your chosen career pathway.

You may have read, or heard of, the expression 'Team Millfield', it's not a cliché, it's not a sales pitch and it's not merely a motto for the children to adhere to. It's at the heart of everybody who works and learns here. All the fantastic staff go above and beyond to support one another, learn from one another and share best practice with one another and it genuinely is a wonderfully enriching learning environment to be in."

Hannah Morton, Assistant Headteacher for Teaching & Learning

"I started at Millfield as Deputy Headteacher in September 2019, after having worked in other schools for 18 years. I remember visiting the school for the first time in February 2019, prior to applying for my current role, and I was truly amazed. I was greeted by a very passionate and enthusiastic Headteacher who clearly has an exceptional vision for her school and wants the absolute best for her colleagues and students – I just had to apply!

I thoroughly enjoy working at such an exceptional school where everyone feels valued and the students are really keen and eager to learn. I am really excited about the future of our school and what we will all achieve together - it is such a privilege to be part of Team Millfield!"

Bill Humphreys, Deputy Headteacher



"I first experienced teaching at Millfield through a placement in my training year and was immediately impressed by the ambition and drive of the school. I was lucky enough to secure a job here starting in September 2021 and have enjoyed every second since.

As an ECT (Early Career Teacher) at Millfield, I have a dedicated mentor as part of my induction programme who offers me one to one support. I also benefit from a reduced timetable and access to regular CPD opportunities to allow me to develop my practice.

A real highlight of the job so far has been taking on the role of a Year 7 form tutor, getting to know the students well and helping to guide them through their first year here at Millfield. I could not recommend the school more highly, and hope that you are successful in your application to join 'Team Millfield'."

Tom Yeoman, History Teacher

# **Job Description**

## **Facilities Manager**

**Are you our new Facilities Manager?**

**We are seeking to appoint an enthusiastic, dedicated and motivated Facilities Manager to join our team.**

**This is a fantastic opportunity to take on a crucial role in providing the very best to enhance the learning environment for our students, staff and visitors.**

**We are looking for:**

**Someone with building management experience who can take a leading role;**

**A team player with high levels of emotional intelligence and a good sense of humour;**

**A pro-active individual who is quick thinking and able to problem solve;**

**Someone who is well organised and able to manage multiple projects and staff;**

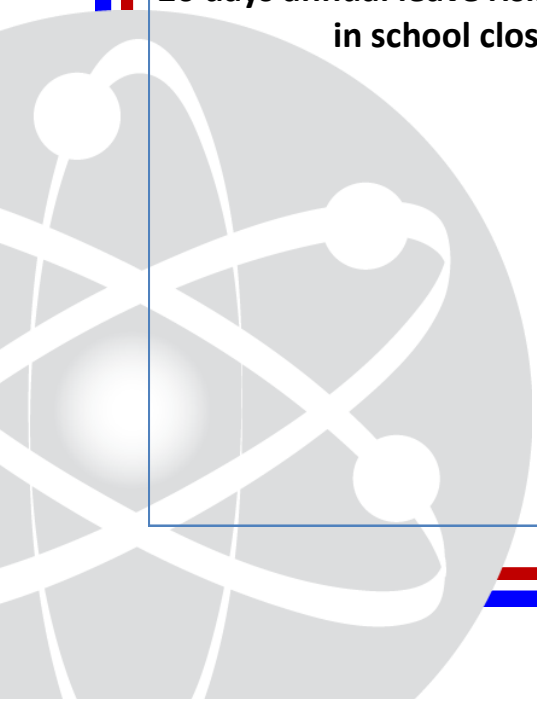
**Someone who is physically fit and able to move furniture and set up spaces for assemblies and exams etc.**

**Salary**

**Grade 7 £29,777—£33,945 (pay award pending)**

**37 hours a week, full year (Additional overtime as required)**

**26 days annual leave rising to 32 days after 5 years service (Holidays to be taken in school closure periods)**





## Grade Profile – Operational Manager (Grade 7)

POST TITLE:	Facilities Manager
GRADE:	Grade 7
CAR USER:	Casual
LOCATION:	Millfield Science and PA College
RESPONSIBLE TO:	Business Manager
STAFF RESPONSIBLE FOR:	Site Supervisors and Cleaning Staff
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<p>Under the general guidance of the Business Manager, to be responsible for the security, management and maintenance of the school premises including the school kitchen. The Facilities Manager is responsible for ensuring the highest possible standards of security, maintenance and upkeep of the school buildings and grounds in line with statutory requirements. This will include management of facilities, fixtures, fittings &amp; equipment, to enhance the learning environment for pupils, staff &amp; visitors.</p> <p>The Facilities Manager has responsibility to oversee day-to-day site management including management of the site team and will take the lead on all site-related matters including the cleaning of the building.</p> <p>The Facilities Manager will take a lead role in all buildings related Health and Safety and will ensure robust risk assessments are in place and appropriate training is in place for the site team.</p>	
<p><b>Key tasks</b></p> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>– Act as a key holder and to carry out security procedures for the buildings and grounds, including the routine and non-routine opening of premises and grounds. To respond to calls outside normal working hours as a result of alarm activations; <b>Please note, we have a security company who is the main out of hour's key holder ;</b></li> <li>– Providing access, where possible, to the premises in the event of snow or minor flooding or similar emergency situations;</li> </ul> <p><b>Supervision/staff development</b></p> <ul style="list-style-type: none"> <li>– To organise and manage the work of the site supervisor and cleaning team;</li> <li>– Undertake recruitment, selection, induction and appraisal of site supervisors and cleaning staff and allocate duties;</li> </ul>	

## **Maintenance**

- To monitor the work of the Site Supervisors and Cleaning staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes;
- To oversee and monitor the progress of maintenance works/school closure projects involving outside contractors and ensure jobs are running to schedule and there is a robust contractor induction process in place;
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists;
- To monitoring and ensure the cleanliness of the school premises and organise the summer holiday deep clean of the school;
- To ensure that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the site team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the Inventory;
- To manage the school waste contracts;

## **Finance**

- To draw up and implement in consultation with the Business Manager, an annual planned maintenance programme (including estimated costings) outlining priorities for the maintenance and development of the site;
- To obtain quotes/tenders for building works and projects as per the school's Internal Financial Regulations;
- To manage the school's lettings programme ;

## Health & Safety

- To be responsible for all aspects of Health and Safety connected with the school premises and kitchen including carrying out (or overseeing) weekly safety checks, overseeing the asbestos management plan, water risk management plan (legionella), undertaking risk assessments and implementing recommendations, supporting the development of procedures and ensuring that accurate records are maintained; liaising with the Business Manager where necessary;
- To ensure compliance with all statutory and LCC regulations for servicing and checks including making sure all recommendations from routine servicing are monitored and actioned where necessary;
- To take a lead role in the school's emergency evacuation procedures and assist with the updating of the fire risk assessment;
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Business Manager;
- To attend meetings of the Finance, Buildings and Health and Safety Committee of the Governing Body with the Business Manager and consult with governors on matters relating to premises/site;
- To develop and implement policies and procedures in the area of Health and Safety within the school;
- To ensure there is an effective and secure filing and recording system in place for servicing and other compliance paperwork;
- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation;
- To organise Health and Safety training for site staff within the school;

## Other Duties

- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems;
- By involving students and staff of the school, to seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way;

<b>Note:</b>	In addition to these duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor and Cleaner posts
	The duties may be varied by the Business Manager and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

## Person specification form

**Post title: Facilities Manager**

**Grade: Grade 7**

**Establishment or team:** Site Team

Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
Four GCSE 's Grade C or above (or equivalent) including Maths and English	E	AF
Appropriate relevant qualification (e.g. City and Guilds, NVQ, IOSH etc.)	D	AF
Full driving licence with category D1 (at School's discretion)	D	AF
First Aid Certificate	D	AF

<b>Experience</b>		
Experience of working as a caretaker or site supervisor	E	AF/I
Experience of supervising staff	E	AF/I
Experience of drawing up maintenance programmes	E	AF/I
Experience of planning and programming work	D	AF/I
Experience of managing/overseeing building projects	E	AF/I
Experience of budget management	D	AF/I
Experience of cleaning in a large organisation	D	AF/I
Experience of designing and delivering training	D	AF/I
Experience of managing contractors	E	AF/I
Experience of working with mechanical and electrical systems	E	AF/I
Experience of working within a school setting	D	AF/I

<b>Knowledge, skills and abilities</b>		
Ability to work on own initiative with minimum supervision	E	I
Ability to organise, lead, motivate, manage and develop a team	E	I
Ability to resolve conflict	E	I
Ability to develop effective working relationships	E	I
Attention to detail skills	E	I
Ability to work as part of a team	E	I
Excellent communication skills	E	I
Flexible attitude to work	E	I

Ability to work in an organised and methodical way	E	I
Excellent time management skills	E	I
Ability to contribute ideas for developing the site	E	I
Ability to monitor performance and ensure contract compliance	E	I
Knowledge of the concept of confidentiality	E	I
A high level of of Health and Safety awareness in accordance with current legislation	E	I
Knowledge of CoSHH legislation	E	I
Knowledge of processes for engaging contractors	E	I
Knowledge of Recruitment & Selection procedures	E	I
Basic DIY, maintenance and repair skills	E	I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	I
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	E	I
Effective administrative skills	E	I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake relevant development	E	
5. Willingness to work outside of contracted hours (e.g. Progress evenings, lettings if required)	E	I
6. Willingness to respond to emergency callouts on occasion	E	I
7. Satisfactory attendance record	E	

**Note: We will always consider your references before confirming a job offer in writing.**

To find out more information about Millfield please look at our new school website.

All job details and an application form are available to view and download from the school website under the vacancies section, LCC vacancies online, or an application pack can also be posted or emailed to you by contacting Mrs Mountford at [dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)

**The Lancashire Application Form must also be fully completed, ensuring there are no gaps in your career history.** In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer. Please also include an email address for each of your referees. An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance.

**Closing date for applications: extended to 9am Tuesday 3rd December 2024**

**Interview: TBC**

**Please email applications FAO Mrs Mountford, School Business Manager, to [dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)**

**For an informal chat about the job or to arrange a visit please also contact Mrs Mountford**

#### **Child Protection and Safeguarding**

At Millfield, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

#### **GDPR and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of the recruitment process, the school collects and processes personal data relating to job applicants. Please see privacy statements and GDPR policy on our school website for further information

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Site Department Structure



Headteacher

Business Manager

Facilities Manager

Site Supervisors

Cleaning Staff



# OFSTED:

*"Staff morale is high."*

*"Students are well prepared for the next stage of their education."*

*"Relationships between staff and students are positive."*

*"Teachers use questioning effectively to target pupils of different abilities and to probe and deepen students' understanding."*

*"You provide a strong vision and have developed a sense of teamwork among staff and students."*

*"My children are supported in their learning and are encouraged to reach their full potential."*

*"The curriculum is well-matched to the aspirations and interests of students, and they are increasingly successful as a result."*

*"Your ongoing focus on raising aspirations has ensured that students' outcomes have continued to improve."*

*"Students say that they feel safe and well looked after in school."*

*"Students are polite, courteous and welcoming."*

*"Students behave well in lessons, at breaktimes and around the school."*

*"Students enjoy coming to school."*



**MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE**

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