



Facilities Manager Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in class talent management opportunities through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside) of our Trust.

We are mindful of the workload challenge currently facing the sector, so we are focused on reducing workload and creating conditions where our colleagues have a fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a Multi-Academy Trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where innovation, collaboration and excellence thrive, you will find a like-minded group of people at INOVA Multi-Academy Trust.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO



About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision: Transforming lives through the power of learning.

Our Mission: To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values: Innovation : Collaboration : Excellence



Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

We are seeking to appoint a Facilities Manager to work across our schools within our Trust.

Salary Range	Grade 7 SCP 27 -31 £37,035-£40,476
Hours of Work	37 hours per week for 52 weeks per year
Responsible To	Trust Facilities Manager
Responsible For	Senior Building Supervisors Building Supervisors Cleaners
Benefits	<ul style="list-style-type: none">• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training

<h2>Purpose of Job</h2>	<ul style="list-style-type: none"> • To be responsible for multiple school sites and teams across the Trust. • To be responsible for managing all site related issues including; maintenance, repairs, testing and servicing ,improvements to the building. • Line manage Building supervisors and cleaners across multiple sites • Monitor and review facilities related contracts. • Oversee Health and Safety across multiple sites to ensue high levels of compliance to statutory and non-statutory legislation.
<h2>Site Responsibilities</h2>	<p>Ensure all sites are maintained to a high standard of cleanliness, internally and externally.</p> <p>Supervise and monitor cleaning staff, including the development of cleaning schedules and the provision of responsive cleaning as required.</p> <p>Oversee prompt removal of graffiti and litter.</p> <p>Supervise and evaluate the performance of grounds maintenance contractors.</p> <p>Provide direct supervision and performance management of all site personnel.</p>
<h2>Health and Safety</h2>	<p>Work closely with the Trust Health and Safety Manager to implement Trust-wide H&S strategies and objectives.</p> <p>Ensure statutory compliance with all health and safety legislation and Trust policies.</p> <p>Complete and maintain general risk assessments and the central risk register.</p> <p>Provide first-line advice and support on minor H&S issues.</p> <p>Ensure full compliance with the Health & Safety at Work Act and other relevant legislation.</p> <p>Oversee fire safety measures including regular checks of alarms, extinguishers, and fire drill records.</p> <p>Lead the annual Health & Safety audits and liaise with Trust H&S officers as required.</p>
<h2>General Duties</h2>	<p>Provide effective line management of all site-based estates staff (hard and soft services) across multiple locations.</p> <p>Support the Trust Facilities Team in planning and delivering rolling programmes of maintenance, repairs, and site improvements.</p> <p>Work in collaboration with the Business Manager and Trust Facilities Manager to manage the premises budget, ensuring efficient allocation of resources and value for money.</p> <p>Liaise with relevant Trust departments and officers on premises-related matters.</p> <p>Set priorities that contribute to the Trust's Asset Management and Capital Planning processes.</p> <p>Manage capital projects in alignment with the Trust's strategic objectives.</p> <p>Instruct and oversee contractors in accordance with the Trust's Standing Financial Instructions.</p>

The Person

The successful candidate will demonstrate the following:

Qualifications and Experience	<p>5 or more GCSEs (or equivalent) including English and Maths</p> <p>Professional qualification in Facilities Management (IWFM) or relevant experience</p> <p>Experience in some the following areas: H&S, Line Management, Premises Management including reactive maintenance, planned preventative maintenance and lifecycle management</p> <p>Experience in working in the education sector</p>
Skills and Abilities	<p>Ability to complete detailed and complex reports, forms and statutory or compliance returns</p> <p>Good literacy and numeracy</p> <p>Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description</p> <p>Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with all stakeholders</p>
Personal Qualities	<p>Clear values which are consistent with the Trust's vision and values</p> <p>Ability to engage in cooperative working to help the team achieve its goals</p> <p>Ability to filter, judge and act decisively</p> <p>Ability to operate effectively when working under pressure</p> <p>The ability to motivate and inspire colleagues</p> <p>Ability to develop strong professional relationships with all stakeholders</p> <p>Excellent punctuality and attendance record</p> <p>A firm commitment to and ability to adhere to the Trust's policies and procedures</p> <p>Have the highest levels of integrity</p> <p>Ability to work well on your own initiative or as part of a collaborative team effort.</p> <p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Ability to effectively evaluate own performance and share knowledge with others</p>

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

How to Apply

Applications for this role should be sent to sshaw@southeygreen.sheffield.sch.uk

The closing date for applications is 31st July 2025 at 12.00 noon. Interview date is to be confirmed.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website:

<https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69>

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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