



## ***“Reducing Barriers to Expand Horizons”***

### **Job Advertisement – Estates and Facilities Manager**

#### **Job details**

**Location:** Woodeaton Manor School, Woodeaton, Oxfordshire, OX3 9TS

**Salary:** Grade 8-10, point 18-30. Hourly rate £15.84-£20.48. Actual salary £33,036.76-£42,716.76. Rate will depend on experience.

**Hours:** 40 hours a week, to be worked from Monday to Friday between 7.30am-4.00pm. 28 days paid holiday per annum, plus bank holidays, depending on grade.

**Contract type:** Full time, permanent, 52 weeks per year

**Reporting to:** School Business Manager

**Start date:** ASAP

**Closing date:** Applications will be considered upon receipt and interviews arranged accordingly.

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

#### **About the role**

- To proactively manage the estates and facilities function across the school, including organising contractors and undertaking repairs and site maintenance.
- To manage, maintain and develop the physical resources on site to optimise use for staff, students, and the community.
- To support the Senior Leadership Team and the Director of Operations and HR in their role in relation to the management and monitoring of the repairs and maintenance budget.
- To support the Senior Leadership Team and the Director of Operations and HR in their role in relation to the strategical running of the estate and successful delivery of all capital projects.
- To consistently promote a positive H&S culture across the school and be the school representative on the Trust Health and Safety Committee, helping to shape H&S policy across the Trust.
- As main keyholder, to maintain the security of the school.
- To ensure the completion of compliance testing and equipment servicing in line with the relevant regulations.

- To work with planning officers and English heritage to ensure compliance

### **We are seeking an individual who has**

- Relevant estates and facilities site management experience.
- A proactive approach to identifying areas for improvement.
- Experience of managing budgets and understanding estates spending trends
- Skills in all aspects of basic building maintenance and general repairs.
- Good knowledge and understanding of Health and safety management systems.
- Good computer literacy, the ability to use a range of Microsoft products, as part of the day-to-day work.
- The ability to work effectively and independently without supervision.
- A proactive, and supportive approach to staff and stakeholders.
- A proactive approach to observing the daily operations of the site and being vigilant to risks.
- Can do attitude.
- The ability to work well in a fast-paced environment and calm emergency situations.
- The ability to adapt to change.
- A tidy and well organised manner.
- A commitment to safeguarding and promoting the welfare of children and young people.
- A good sense of humour.
- Strong verbal and written communication skills.
- The ability to prioritise, and plan work out in advance in an organised manner.
- Good record management skills, especially in relation to testing and controls.

### **In return we can offer you**

- The opportunity to work with a progressive and forward-thinking multi-academy trust, where you are making a difference to the lives of young people.
- Opportunities for development and career progression
- Extensive induction programme and ongoing CPD and training
- A range of staff benefits including
  - one wellbeing day per term (after a qualifying period, pro rata for part time employees),
  - access to an Employee Assistance Programme
  - workplace pension scheme (LGPS)
  - Free eye test for DSE users
  - Free flu vaccinations
  - Free tea and coffee
  - Refer a friend bonus (up to £500)
- A positive and friendly working environment

## **How to Apply**

Further details of the post and the application form are available at <https://www.woodeaton.oxon.sch.uk> or you can email [recruitment@woodeaton.oxon.sch.uk](mailto:recruitment@woodeaton.oxon.sch.uk). Visits to our school are warmly welcomed.

Woodeaton Manor School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

**Woodeaton Manor School is committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share this commitment. Our recruitment and selection practices reflect this commitment, and the offer made to the successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.**

**\*We reserve the right to close this advertisement earlier if we receive sufficient applications ahead of the closing date.**