



Information Pack

Facilities Manager

Oasis Academy Silvertown



November 2020

Dear Applicant

Thank you for your enquiry regarding the position of **Facilities Manager** at Oasis Academy Silvertown.

Oasis Academy Silvertown is a successful secondary academy in the Royal Docks area of East London. Oasis Silvertown received its first Ofsted Inspection in May 2017 and were delighted to be awarded “good” with 3 “**outstanding**” judgements for **Leadership and Management, Personal Development, Behaviour, Welfare and Student Outcomes**. We have an ambitious mission statement for all our students: Ready for University. Ready to Lead. Our mission is underpinned by our core values, which staff and students hold: Be proud, be professional, be nice, be independent, and be resilient. We are seeking an exceptional leader with untiring dedication, positivity and initiative to assist in the further development and growth of our Academy.

This is an exciting opportunity to become part of a high performing team who are passionately committed to securing the best possible life chances for the young people of Silvertown. This role will require huge amounts of resilience, perseverance for the long haul and a constant drive for innovative excellence. However, this is also a role that will be incredibly rewarding and will offer exciting progression for the future.

If you would like to apply, please complete the Application Form (CVs are not accepted). Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about OAS, please see our website <http://www.oasisacademysilvertown.org> and [twitter](#) page.

If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

Please be aware that the deadline for this role is **5.00 pm on Thursday 26 November 2020**.

Interview date for this role will be week commencing **Monday 30 November 2020**.

Completed forms should be returned to Anna DuCran, Leadership Administrator/ PA to Principal.

Email: recruitment@oasissilvertown.org

Post: Anna DuCran
Oasis Academy Silvertown
Rymill Street
London E16 2TX



I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Johanna Thompson", is located below the text "Yours Sincerely". The signature is fluid and cursive.

Johanna Thompson
Principal



Job Description

POST:	Facilities Manager (Level 3) (Large or complex single site)
RESPONSIBLE TO:	Cluster Asset Manager
LOCATION:	Oasis Academy Silvertown
SALARY:	SP 17 – 21 (Outer London £26,745 - £28,725) plus Local Government Pension Scheme
WORKING PATTERN:	Full-time (37 hours per week), 52 weeks
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	To provide delivery of the Property & Estates services to a large or complex single Oasis Academy.

- Responsible for the delivery of high quality, customer focussed Property and Estates functions to a selected Oasis Academy
- To act as a point of contact for all Property and Estates matters for selected Oasis Academy in support of Principal, Oasis staff and other external service providers
- Provide security of the site and emergency cover as and when required
- Provide support in all day to day activities either internal or external
- Ensure statutory compliance, satisfactory performance and completion of PPM, cyclical programme and other Estates and Property programmes of work



SPECIFIC RESPONSIBILITIES:

A: Key Responsibilities & Accountabilities

- To promote a safe and fit for purpose premises for pupils, staff, visitors and volunteers to complete their day to day activities
- Management of day to day activities for Property and Estates.
- Being responsible for the security of the site and ensuring opening and closing the Academy at the start and finish of the day. Routine security checks outside of school hours, respond to all alarms and be the first point of contact out of hours
- Maintain access control, CCTV and physical security systems on site
- To ensure the appropriate programme of repair and maintenance for property and grounds are followed and all records are updated as and when required
- To undertake emergency, planned repairs and maintenance within capability, responding effectively and keeping records of all such work. Ensure all such faults are reported to the correct line management in a timely manner
- Routine building inspections of Academy and recording daily maintenance and Health and Safety compliance checks
- To ensure all operations comply with relevant legislation, including Health & Safety at Work etc Act 1974 within delegated limits under the direction of the Regional Asset Manager.
- To take ownership and responsibility for Property & Estate functions ensuring Health and Safety systems are fully maintained and updated within delegated limits under the direction of the Regional Asset Manager.
- Undertake risk assessments and Health and Safety checks for Academy on a daily, weekly, monthly & annual basis or as and when required
- To ensure all site operations comply with relevant legislation expected of the role and position
- Effective management of outsourced service contracts at a local Academy level under the overall direction of the Regional Asset Manager
- To monitor and develop budget information throughout the year for Academy
- To maintain accurate Property & Service contract records for Academy
- Provide portering services to Academy ensuring school day to day activities proceed as expected
- Regularly reporting on both the performance and status of Academy to: Academy Principals and regional Property and Estates management
- Maintain and develop a professional effective working relationship with all stakeholders to ensure an integrated approach to the achievement of key Property and Estates functions.
- Attend meetings with Academy Principle and Property and Estate Management, (including some evenings and weekends) with stakeholders and partners or as directed
- Maintain energy efficiency of Academy and review and recommend cost saving measures
- Be a local point of contact for Business Continuity Plan and emergency events
- Deliver a level of in-house training
- Act in a professional diligent manner at all times
- Comply with Quality Assurance procedures and agreed direction



B: People Management

- Support and manage site grounds persons and other non-technical site-based staff
- Management of service contractors
- Set and maintain high professional and personal standards

C: Relationships

- Report to Regional Asset Manager
- Regular contact with Regional Facilities Manager
- Daily contact with Academy Principle and Business Development Manager
- Regular contact with service provider supervisors, and managers
- Oasis staff, managers and directors
- Oasis Finance Administrator/Managers
- Safety Environment Manager
- Landlord's building managers and contractors
- Facilities managers of other organisations
- Human resources

D: Decision making authority

- Financial decisions within limit of authority
- Input regarding awareness of service contracts
- Review services and delivery methodology to ensure 'best practice
- Communicate with service providers and third party specialists and consultants to bench mark performance levels and cost
- Employee management satisfaction with the service provided

E: Generally

- Be collaborative and flexible in your approach and able to change with the evolving nature of Oasis in an inclusive and adaptable way
- Act in a professional manner with high levels of confidentiality and diligence
- Be considered, inclusive, and holistic in the approach to delivery/outputs
- Liaise with consultants, contractors and other services providers in a range of activities and functions
- Provide leadership and ownership of systems in support of data held and managed in relation to Property and Estates Health and Safety database, Property Data systems (Property Asset Data), and other relevant systems
- Assist in maintaining effective and efficient filing structures
- Provide technical administrative support to the Oasis Academy staff and the staff within the Property and Estates department
- Provide support on projects undertaken both in-house and externally



F: General running of the Property & Estates Department and support to the Academies Directorate through:

- Daily, weekly and monthly reports
- Answering the phone
- Dealing with complaints
- Meeting facilitation

Safeguarding children and young people

Oasis Community Learning 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 an enhanced DBS check.

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.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	



Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Our Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Suitable trade qualifications • Suitable premises or facilities qualification • Suitable Health and Safety qualification 	<ul style="list-style-type: none"> • Experience and understanding mechanical and electrical systems • Manual handling • First Aid at Work • Working at Heights
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Significant practical experience of 3 years within building and grounds maintenance • Experience of delivering reactive, cyclical and planned services/projects in the contract administrator and/or Employers agent role • Experience of managing budgets and forecasting • Good communication skills, negotiation skills • Excellent organisational skills • Proven ability to work under pressure & respond to deadlines • Excellent inter-personal skills • Excellent written communication skills • Up-to-date, effective working knowledge of IT systems & office facilities, including the MS Office suite of systems • Good attention to detail • Good standard of literacy and numeracy 	<ul style="list-style-type: none"> • Proven ability to work remotely with self-discipline, commitment and drive • Proven experience of working within the Education sector • Intermediate level MSexcel; MSpowerpoint; and MSAccess



Personal Qualities	<ul style="list-style-type: none">• Self-motivated with a 'can do' approach to problem-solving• Able to demonstrate initiative & work unsupervised• Well-honed decision making skills• Flexible, mature & balanced approach to life• Reliable, enthusiastic & committed• Able to demonstrate diplomacy, credibility & stature• Able to keep their head in a crisis• Team player able to work collaboratively• Able to deal with people sensitively from a broad cross-section of backgrounds at all levels, externally & internally• Ability to remain discrete when privy to confidential information• Commitment to safeguarding and promoting the welfare of children and young people• Willingness to undergo appropriate checks, including enhanced DBS checks• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos	
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