

# Facilities Maintenance Technician

Future Schools Trust

Future  
Schools  
Trust



## Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.

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*A great place to be*





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## Welcome from the Chief Executive Officer

Isabelle Linney-Drouet  
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.futureschoolstrust.com/vacancies](http://www.futureschoolstrust.com/vacancies).

Best wishes

A handwritten signature in dark ink, appearing to read 'Isabelle Linney-Drouet'. The signature is fluid and cursive, written on a light blue background.

Isabelle Linney-Drouet  
Chief Executive Officer



<b>Post:</b>	Facilities Maintenance Technician
<b>Academy:</b>	Future Schools Trust
<b>Department:</b>	IT and Facilities
<b>Responsible to:</b>	IT and Facilities Manager
<b>Salary:</b>	FST Grade D, £11,402 (£23,438 FTE)
<b>Working pattern:</b>	18 hours per week, Saturday and Sunday 8:00am-6:00pm

### Purpose

As the Facilities Maintenance Technician at Future Schools Trust, you will be responsible for supporting the lettings of the buildings and grounds at Future Schools Trust on a Saturday and Sunday. Including maintenance, cleanliness and security of the building and grounds.

### Duties and Responsibilities

- To ensure the premises are open at agreed times and closed when activities have ceased ensuring the buildings and perimeters are secure.
- Set up areas for all Academy and external functions as required, moving furniture, equipment and supplies around the premises as necessary.
- Assist the Lettings staff with room setups where extra help is required
- Monthly checks for unauthorised access to the site remedying gaps in fences wherever possible.
- Respond to alarm calls/intrusions on the premises as necessary when on duty in accordance with the agreed rota.
- Ensure that regular maintenance takes place and that the site remains clean and accessible at all times.
- Clean drains/gullies and toilets as required to ensure that water passes easily into the drainage system and to deal with any flooded areas as the need arises.
- Carry out statutory compliance checks for water testing, fire alarms, room audits etc. and daily checks on the Building Management System (BMS) PC to ensure the smooth running of the ventilation, heating and hot water system.
- Carry out running repairs and redecoration as and when required.

### **Duties and Responsibilities**

- Carry out external visits that may be required, such as collecting small parts at short notice.
- Order and receive stores, obtaining authorisation from the IT and Facilities Manager for expenditure as required, deliver packages and parcels around the site.
- Liaison with cleaning staff to ensure they have the materials and equipment to carry out their cleaning roles.
- In conjunction with the IT and Facilities Manager organise external contractors to undertake maintenance work that cannot be carried out in-house.
- To ensure that departmental personnel and contractors working on site understand and abide by the Health and Safety requirements.
- In conjunction with the IT and Facilities Manager, manage the activities of the department to make the most efficient use of the resources available, ensuring a safe working environment is maintained.

### **Person Specification**

#### **Knowledge & Skills**

- Awareness of Health and Safety issues.
- Ability to both lead, in the absence of the IT and Facilities Manager, and work as part of a team.
- Ability to ensure that the highest standards of quality and customer care are achieved.
- First aid trained desirable.
- Basic understanding of plumbing and electrical with a good all round understanding of DIY.
- Ability to maintain a calm approach to the many demands of school life.
- Working knowledge of Microsoft Office (Word, Excel, Outlook).

#### **Personal Qualities**

- Strong verbal communication and interpersonal skills.
- Excellent organisational skills.
- Ability to work using own initiative.
- Flexibility in approach to work.
- Ability to prioritise workload and delegate work accordingly.

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.futureschoolstrust.com/vacancies](http://www.futureschoolstrust.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 27 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)







[WWW.FUTURESCHOOLSTRUST.COM](http://WWW.FUTURESCHOOLSTRUST.COM)



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**Cornwallis Academy**  
*Ambitions for All*



**New Line Learning Academy**  
*Believe and Achieve*



**Tiger**  
Primary School



**Tiger Cubs**  
Day Nursery

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Schools  
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