

Facilities Manager

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.

Future
Schools
Trust

A great place to be



Future
Schools
Trust

Contents

Trust CEO Welcome	3
Advert	4
Job Description	5
Person Specification	6
How to Apply	7
What We Offer	8

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQEL



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.cornwallisacademy.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

Post:	Facilities Manager
Academy:	Future Schools Trust
Department:	Facilities
Responsible to:	Director of Finance
Responsible for:	Site teams across all Trust settings
Salary:	FST Grade H, £29,599 - £33,333
Working pattern:	37 hours per week, all year round

Purpose

To ensure that all Trust buildings and premises are safe, compliant, well-maintained, and fit for purpose. This role involves leading and holding accountable the premises team, ensuring the delivery of a high-quality facilities service across our estates. The postholder will ensure the Trust complies with statutory and health & safety obligations and will lead operational improvement projects as directed

Key Responsibilities

Facilities Operations

- Manage the Trust's Help Desk system, coordinating and monitoring task allocation and resolution. Analyse and report monthly on team output, identifying trends in service quality and ensuring timely resolution of issues.
- Lead and oversee the day-to-day operations of the Trust's estates, ensuring all premises are clean, secure, and maintained to a high standard.
- Ensure planned and reactive maintenance tasks are completed efficiently and in accordance with relevant regulations.
- Oversee the maintenance and safe operation of heating, lighting, water, electrical, mechanical, and fire safety systems, ensuring they are compliant with statutory requirements and regularly serviced.

Leadership and Management

- Line manage the site teams across the Trust, including performance management, rota planning, absence management, and professional development.
- Foster a culture of high performance, accountability, and continuous improvement.
- Provide clear guidance and support to ensure consistent delivery of facilities services across all sites.

Key Responsibilities

Compliance and Risk

- Act as the Trust's lead for health and safety, ensuring statutory obligations are met across all premises.
- Ensure the Trust's Health and Safety and Fire Safety policies are regularly reviewed, updated to reflect changes in legislation, and aligned with best practice standards.
- Ensure all relevant risk assessments are completed and documented, including but not limited to: Fire Safety, Display Screen Equipment (DSE), Control of Substances Hazardous to Health (COSHH), manual handling, and Personal Emergency Evacuation Plans (PEEPs).
- Monitor compliance with all health and safety legislation, maintaining accurate records, statutory inspections, and emergency procedures.
- Liaise with external contractors and suppliers, ensuring safe working practices and safeguarding standards are upheld.
- Take personal responsibility for maintaining up-to-date knowledge of relevant legislation and undertaking professional development to ensure required certifications are current.

Project and Contract Management

- Support with the procurement and management of contracts including cleaning, grounds maintenance, and statutory servicing.
- Contribute to site improvement and capital works of varying scales, in liaison with the Director of Finance.
- Assist in developing the annual estates budget and monitor expenditure to ensure value for money.

Other Duties

The post holder may be required to carry out any other reasonable duties within the scope and purpose of the role, as directed by the Director of Finance or other members of the Trust's Executive Team.

Duties and Responsibilities

Essential

- Experience of managing a premises/facilities team or equivalent.
- Strong understanding of health and safety compliance and statutory obligations.
- Experience managing building maintenance, security, and contractor supervision.
- Ability to plan and prioritise a wide range of operational tasks.
- Strong communication, leadership and team motivation skills.
- IT literate and comfortable with record keeping and compliance systems.
- Demonstrates a proactive approach to maintaining own professional development and compliance-related certifications.

Desirable

- IOSH or NEBOSH certification (or willingness to work towards).
- Experience of working in an education setting.
- Knowledge of school estate funding and compliance (e.g. CIF, DfE Standards).
- Full, clean driving licence.
- Experience of budget monitoring.

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.

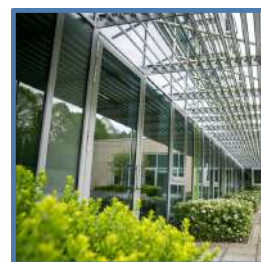
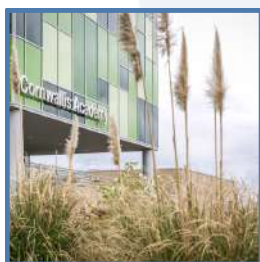
If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

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:

- Opportunities for ongoing training and CPD (including Health & Safety Qualifications)
- Free onsite parking and convenient location
- Supportive and collaborative working environment
- 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.FUTURE SCHOOL TRUST.COM

 [futureschoolstrust](https://www.instagram.com/futureschoolstrust)

 [Future Schools Trust](https://www.facebook.com/futureschoolstrust)

 [Future Schools Trust](https://www.linkedin.com/company/futureschoolstrust)

 [fstrust](https://twitter.com/fstrust)



Cornwallis Academy
Ambitions for All



New Line Learning Academy
Believe and Achieve



Tiger
Primary School



Tiger Cubs
Day Nursery

**Future
Schools
Trust**

A great place to be