

GENERATIONS MULTI ACADEMY TRUST

**Appointment of
Facilities Officer
for immediate start**

CONTENTS

Page 4:	Advert & How to Apply
Pages 6-7:	Job Description
Page 9:	Person Specification
Page 11:	Information about the Facilities Management Team
Pages 13-17:	Information about the Generations Multi Academy Trust
Page 18:	Our Local Area

ADVERT & HOW TO APPLY

FACILITIES OFFICER

Required Immediately

H4 point 6 to 9 £26,196 - £27,422 per annum inclusive of Fringe Allowance

(plus Shift Allowance of £2,113 per annum)

Full-time - 37 hours per week, 25 days holiday rising to 29 days after 5 years, plus bank holidays

The position is shift based, between the hours of 6.30am - 10.30pm Monday to Friday

We are seeking to recruit an enthusiastic and committed Facilities Officer with a strong customer service ethos to work in our Facilities Management team. The successful applicant will be expected to work flexibly across Goffs and Goffs-Churchgate Academies (with one site acting as the base school).

Full training will be offered for candidates who may not yet demonstrate the full range of DIY and trades skills but who are willing to learn.

The ideal candidate will be able to demonstrate:

- A good level of general DIY skills, plus an ability to develop these skills, and find practical solutions
- Excellent communication and interpersonal skills
- Good organisational skills
- The ability to work both independently and as part of a team
- The ability to use email and other simple IT systems
- Have high levels of physical fitness required for the demands of the role, plus an ability to work at height
- High levels of energy and resilience, seeing tasks through to completion
- A high level of personal presentation reflecting the Trust's very high standards and expectations
- The flexibility to work additional hours/days if required (including at weekends)
- Have a commitment to working with young people in a school environment

In return the Trust can offer you:

- A forward looking and positive working environment
- The opportunity to work with professional, committed and ambitious colleagues in a financially secure organisation
- Outstanding, highly personalised professional development opportunities across the Trust
- The opportunity to work with young people in schools described by Ofsted as being one where "students work together exceptionally well," and where "students are overwhelmingly enthusiastic about school"
- A comprehensive staff benefits package

For further details about the recruitment process, please contact the HR Team on 01992 624375 or by email at recruitment@generationsmat.herts.sch.uk.

Closing date for applications: **9.00am, Friday 21st June 2025**

Interviews: **w/c 23rd June 2025**

The Trust is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS check.

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.



JOB DESCRIPTION

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FACILITIES OFFICER

To provide clean, safe, well maintained and appropriately prepared facilities for users of the Trust's buildings and grounds.

Reporting to the Secondary School Site Manager.

Liaising with contacts within the MAT - School Leaders, Executive Leadership Team incl CEO and VCEO, Head of Estates, Estates Compliance Manager, teaching and support staff, students, visitors and, outside the MAT - Building trades contractors, Mitie Facilities Management, cleaning, grounds maintenance and other general contractors, hirers of the Trust's facilities and their customers.

GRADE

H4 point 6-9 £26,196 – £27,422 pa inclusive of Fringe Allowance of £1013, plus Shift Allowance of £2,113)

Full Time – 25 days holiday rising to 29 days after 5 years, plus bank holidays

MAIN AREAS OF RESPONSIBILITY

Estates Management

- Ensure the security of Trust buildings and grounds in line with safeguarding requirements, and the safe and efficient operation of all site facilities
- Implement procedures to secure Trust assets, including access control measures, and management of keys
- Act as one of the key-holders for the Trust's sites, providing out of hours attendance in the event of alarm call or other emergency

Estates Management

- Be responsible for allocated areas of the school site, carrying out regular health and safety and general condition checks, and raising tickets for issues identified
- Manage assigned tickets raised through the ticketing system through to completion, including liaising with appointed contractors to arrange repair and reviewing works undertaken to ensure that they are to the required level of quality
- Developing and maintaining lines of communication with contractors which keep staff informed about the progress on works being undertaken
- Operation of the school's heating plant
- Handyperson duties including minor repairs and decorating
- Advising the Site Manager of faults with the buildings
- Involvement in the asset management process for fixtures and fittings in assessing suitability, condition and disposal

Health and Safety

- Acting as a Fire Warden
- Undertaking appropriate health and safety training and being a health and safety champion for the school
- Providing input into risk assessments, disaster recovery planning, COSHH and the management of legionella and ensuring that the Trust is compliant with these
- Ensuring compliance with the Trust's health and safety policy and procedures, completing documentation in an accurate and timely fashion ahead of works progressing (e.g. asbestos logs, hot works permits, contractor inductions) and accurate filing of paperwork after completion of works
- Ensuring compliance with the Trust's planned preventative maintenance program by ensuring allocated tasks are completed on time and to the necessary standard



Other Specific Responsibilities

- Assisting the Site Manager in ensuring that resources are used to the benefit of students at the schools by seeking cost effective solutions
- Monitoring the standards of cleanliness in designated areas and more generally, reporting any deficiencies to the Site Manager and cleaning contractor
- Monitoring the standards of grounds maintenance on a daily basis, reporting any deficiencies to the Site Manager and grounds maintenance contractor
- Working with the Site Manager ensuring the sites remain open as far as is practicable particularly in times of inclement weather, by helping with snow and ice clearing operations
- Purchasing supplies to support facilities management through prescribed processes
- The role at times can require elements of manual handling (i.e. moving boxes or setting up exam desks)

General Operations

- Assisting the Site Manager in co-ordinating requests from staff for facilities support (e.g. setting up for assemblies, parent's evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after events
- Responsibility for safeguarding and promoting welfare of children
- Other duties which may arise from the use of the school's facilities

Knowledge, Experience and Training

- Willingness to learn all aspects of facilities management, in education and leisure
- Flexibility and sensitivity to the needs of a wide range of users of the Trust's facilities
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
- Experience of liaising with trades either personally or professionally in order to ensure minimum disruption to the work of the Trust
- Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post
- Evidence through DBS check and recruitment process of suitability for working with children

Working Environment

- Some of the work will be outdoors, in all weathers, and may involve working at height

Additional Information

The Trust's sites operate from early morning until 10.30 pm each evening. On some evenings, Trust and other events take place which require Facilities Officer cover. In order to meet these requirements, the jobholder will be expected to work shift patterns mutually agreed between colleagues. Overtime payments will be made where required.

While every effort has been made to explain the post's main duties and responsibilities, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, it may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

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FACILITIES OFFICER

Essential:	Desirable:
QUALIFICATIONS <ul style="list-style-type: none"> • Good level of general education 	<ul style="list-style-type: none"> • Relevant Health & Safety qualifications
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Experience of facilities management • Knowledge of Health and Safety legislation and its implications • Experience of using ticketing systems • Experience of using ordering systems • Experience of working in a school environment • Experience of handyperson/DIY duties following safe working practices
ABILITIES, SKILLS & KNOWLEDGE <ul style="list-style-type: none"> • Good written/verbal communication • To be able to adapt to changing situations and priorities that inevitably arise in the operation of a large facility • ICT literate with a working ability to use key simple IT systems • Able to work in a team ensuring that tasks are completed within the prescribed deadline • A customer service focus and the ability to communicate with customers and people from all backgrounds and at all levels 	
PERSONAL QUALITIES <ul style="list-style-type: none"> • An enthusiasm for the job • Commitment, energy, creativity and imagination. A capacity for hard work • A strong commitment to both Trust values and ethos, plus own professional conduct and ethics • Commitment to support the Trust's agenda for safeguarding and equality and diversity • A team player including flexibility and willingness to assist with the development of the Trust 	

INFORMATION ABOUT THE FACILITIES MANAGEMENT TEAM

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The Trust's Facilities Management team is a centralised function under direct management of the Director of Estates. There are currently four schools within the Trust: Andrews Lane School, Flamstead End School, Goffs Academy and Goffs-Churchgate Academy. Both Goffs and Goffs-Churchgate are secondary schools with sizable estates, with associated sports and leisure facilities that are in use, not only for the benefit of students throughout the school day, but also during evenings and weekends as a result of our extensive income generation activities. Andrews Lane and Flamstead End have smaller estates with facilities commensurate with the primary phase of education. Ensuring that each school's estate remains in world class condition for all users is very important to the Trust. Goffs Academy was completely rebuilt as part of the Government's Priority Schools Building Program and is under a 25-year hard FM maintenance contract with Mitie. Goffs-Churchgate Academy and Flamstead End School are managed directly by the Trust for all aspects of Facilities Management. The position of Facilities Officer is key to ensuring that an appropriate regime of planned maintenance and checks is in place such that the Trust can comply with its health and safety obligations, and ensuring that both sites are kept to world class standard for the benefit of students, staff and the wider community.

The Trust has just completed two major projects at Goffs-Churchgate Academy to replace roofs, and has plans in place for a number of other substantial projects at that site to upgrade facilities, including in the longer term, developing/replacing the sporting facilities. The Trust invests heavily in its facilities at all schools and in 2022 completed a £5m new building on the Goffs Academy site to provide additional teaching space for a growing roll, and a state-of-the-art gym facility at that school in partnership with Lifestyle Fitness.

The Trust operates a ticketing system for staff to report issues with the facilities on each site. Tickets are assigned to Facilities Officers based on skills required and designated areas. Each member of the Facilities team has specific designated areas of the school's site (both internal and external) for which they have overall responsibility. They are therefore accountable for checking that facilities are appropriately maintained, and to identify and seek resolution of any issues identified including health and safety issues. Weekly team meetings are held with superiors to monitor planned preventative maintenance programs and other compliance checks, enable good communication between the team, and agree solutions for any issues raised.

Facilities management tasks may include: dealing with urgent health and safety matters; arranging contractor visits to carry out repairs and maintenance of Trust property including plant; carrying out minor repairs; supporting school operations such as setting up for exams, assemblies and other school events; ordering supplies; working with cleaning contractors to ensure that facilities are well maintained etc.

The Trust continues to seek opportunities to expand through the incorporation of additional schools into the Trust. The role has the possibility of presenting career and skills development opportunities to the successful candidate.



INFORMATION ABOUT THE GENERATIONS MULTI ACADEMY TRUST



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GMAT is a cross-phase Multi Academy Trust based in Cheshunt, currently comprising two secondaries and two primaries - Goffs Academy, Goffs-Churchgate Academy, Flamstead End School and Andrews Lane School. Across the piece, GMAT currently has just under 3,000 students in its care and employs just under 400 staff. The MAT also has nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>.

All of the schools are within close proximity of each other and share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

The MAT is extremely clear about its daily purpose, reflected in its motto of "No Set Destiny for Any Child." All of our schools, leaders and staff believe fiercely in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.



Andrews Lane School joined GMAT from 1st January 2025. It is a warm and welcoming primary school in Cheshunt with approximately 170 children on roll. It has lots of space, including a field and a forest. It is a one-form entry school. In EYFS, 30 hours provision is available. As a 'Herts Therapeutic Thinking' school, the school is committed to understanding and supporting children with their learning and achievement, within a context of deep-rooted mutual respect. The school is committed to supporting its children and their families, and as such provides adult learning classes throughout the year. Staff are committed, dedicated professionals who want to do their very best for every pupil.



Flamstead End School is a thriving primary school in Cheshunt with approximately 490 children on roll. It has a preschool, a 60-place nursery offering 30 hours provision, and two classes per year group from Reception to Year 6. Flamstead end is also a 'Herts Therapeutic Thinking' school, and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.



Goffs is a mixed 11-18 comprehensive academy with approximately 1,600 students on roll, including a thriving and successful sixth form. The school is also extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups.



Goffs-Churchgate is a fully mixed comprehensive school for 11-16 year olds, with just over 600 students on roll. The school has rightly established a very strong reputation for both its academic outcomes and its close-knit, nurturing community, receiving over 600 applications for just 120 places for 2024 admission. The decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else.

The MAT is financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector, plus a highly experienced Finance Manager. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding around £600k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate.

Our schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Three of our schools are members of Cheshunt extended services (CHEXS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice and maintain strong links with our local primary schools.

Our schools are proud to be truly community-based schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognise and celebrate what makes us unique and different and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected, and we strive hard to ensure we create a positive culture within the schools to enable this to happen.

Further information about GMAT can be found here: <https://generationsmat.com>

Staff Development

The Trust has an extremely strong reputation for staff development, for both teaching and support staff. Developing the next generation of school leaders, both middle and senior, plus future headteachers for those who wish to pursue this, is also a responsibility that we take very seriously. We have a full suite of staff leadership development which staff can join, be they an ECT or highly experienced colleague.

In addition to whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

The Trust's leadership academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring middle leaders
- Aspiring senior leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. both support staff and teaching staff are welcome to join the leadership academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant senior leaders to take part in the SSAT 'stepping up to senior leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing senior leadership team across both secondary schools gained experience through an 'associate' SLT position before gaining substantive leadership posts.

Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for masters and degree courses
- Secondment and shadowing opportunities
- As part of our multi academy Trust, potential to work across more than one school to develop career enhancing skills and knowledge
- Supported nursery provision with Ashbourne at any of their nurseries in the
- **Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire**
- **area:**
 - ~ 15% discount for all Trust staff
 - ~ Term time only places are available
 - ~ A school day would be 9.00am – 3.00pm
 - ~ “sundries” would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of: meals, snacks, nursery resources
- All staff have access to a wide range of health and wellbeing resources which includes an **Employee Assistance Programme via Spectrum.Life** who offer a wide range of health and wellbeing resources, plus access to counselling for staff and their immediate family. **The EAP service is accessible 24/7, 365 days a year and is a completely free and confidential service**
- The MAT adheres to the STPCD for its teaching staff
- Cycle to work scheme
- Onsite car valeting at a reduced price for Trust staff
- Substantially discounted membership to Lifestyle Fitness's state-of-the-art purpose-built gym at Goffs academy

Additional financial incentives and tax efficient benefits, including:

- TPS and LGPS pensions available to eligible staff
- Exam marker payment of £400 plus 2 days' paid leave to do the marking (1st year)

- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 employee referral scheme (i.e. Finder's fee) for any qualifying positions that staff refer the successful candidate for: £500 on the person starting, and £500 if the person is still in employment in the Trust 12 months later

Access to a wide range of health and well-being resources including:

- Professional, and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym
- Occupational health & counselling support
- Free flu jabs
- Subsidised social events



OUR LOCAL AREA

The Trust is located in Cheshunt, Hertfordshire, and is uniquely situated to benefit from the many green spaces in the surrounding area, whilst also enjoying transport links to central London and other large urban areas. The Lee Valley Park, including the White Water Centre built for the London 2012 Olympics, is located on our doorstep.

The journey to central London takes approximately 30 minutes by train. Close links to the A10 and M25 mean that the school is easily accessible from across Hertfordshire, as well as from north London and parts of Essex.

