



**Sidney Stringer  
Multi Academy Trust**



# **MAT Assistant Facilities Manager**

## **Grade 6 Information Pack**

**Working Together to Achieve Excellence**



# WHO ARE:

# WE

The Sidney Stringer Multi Academy Trust (SSMAT) is a network of five diverse schools educating over 3,500 pupils and employing more than 600 dedicated teaching and support staff. Based in Coventry, England, the Trust encompasses:

- **Sidney Stringer Academy:** The lead school is located in Hillfields, offering secondary education for students aged 11-18.
- **Radford Primary Academy:** Providing a nurturing primary education for young minds.
- **Ernesford Grange Community Academy:** Serving the community with quality secondary education.
- **Riverbank Academy:** A broad spectrum school supporting students with various needs.
- **Sidney Stringer Primary Academy:** Located opposite SSA, provides an all-through provision from reception to 11 years old through to the secondary school.

Collaboration is at the heart of the SSMAT, with all schools working closely together to:

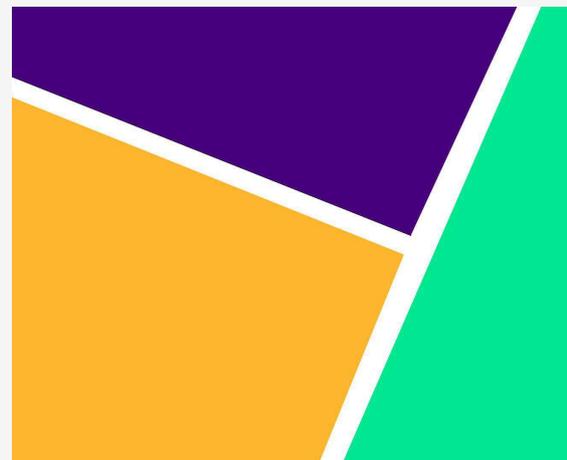
- Share best practices and resources.
- Offer a seamless educational journey across different stages.
- Support the professional development of staff.
- Ensure all students receive an outstanding education, reaching their full potential.

**With this post, flexibility is required to work out of any MAT site or other location to meet the needs of the organisation.**

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We are a growing Trust and have been approved as sponsors for **Woodfield Special School** which will join the Trust in the next 12 months. We have been working closely with the school, since February 2021, and during this time it has gone from Ofsted Inadequate (March 2020) to Good in all areas (November 2023). It also involves relocating the school onto the Old Woodland Boys' School. This will provide us with an excellent opportunity to expand our Community links, deliver our own Alternative Provision and provide a first class education for all these young people.

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# CEO/ HEADTEACHER MESSAGE:

**“This is an exciting time for our MAT and we are constantly looking at how we can work together for the benefit of all the children in our schools.”**



## TAKING YOUR CAREER TO THE NEXT LEVEL:

“The Trust is forward thinking and if you join our team, your professional development will be a priority. We are looking for someone who has the experience and skills to take us to the next level.

“Sidney Stringer Multi Academy Trust is a very successful group of schools. The Trust is made up of two secondary schools, two primary schools, and one special school, with another special school joining soon. All schools are Good or better and Sidney Stringer Academy and Sidney Stringer Primary are the most popular secondary and primary schools in the city and all schools are full with many year groups having a waiting list.

We are well respected within the city and our Trust leads the Coventry SCITT (School-Centred Initial Teacher Training) where we train the next generation of teachers, for us and also the wider city/region.

Our vision is 'working together to achieve excellence for all' and we do this by working closely as a team of leaders and groups of schools to share good practice and expertise. We try very hard to not do things for the sake of it, but we do things that make a difference.

If you join our team then we will expect you to work hard for the children and in return we, as a Trust, will work hard for you.”

# OUR VISION & VALUES



Sidney Stringer  
Multi Academy Trust



Our ambition at Sidney Stringer Multi Academy Trust is to create a vibrant, happy and successful academy's which deliver the very highest standards of education and nurtures each student's talents and skills and plays a central role in meeting the needs of our local communities. This is an exciting time to join the team and become a member of staff at Sidney Stringer Multi Academy Trust.

## OUR VALUES:

- Ensuring that all staff and Governors, who work within the Trust, have a passion for supporting all students in getting the best outcomes no matter what their starting point
- Having a commitment to inclusion, overcoming disadvantaged backgrounds, and tackling social injustice so that all students have the highest aspirations for their education and future careers so they become lifelong learners
- Supporting the emotional health and well-being of all members of the Trust
- Ensuring all of our staff receive high-quality training including identifying and developing leadership potential as well as training future teachers through the SCITT.
- Providing an environment where everybody behaves with respect, integrity, and care for the environment
- Having an understanding that although we are a Trust all of the schools are different and can operate their own systems, where they work well. The degree of autonomy depends on the position of the school.
- Having a commitment to sharing necessary services across the schools so that financial prudence and sustainability is prioritised to those with the greatest need.

# WHY WORK AT SIDNEY STRINGER MULTI ACADEMY TRUST?



Why should you invest in shaping the future of the students at Sidney Stringer Multi Academy Trust? To shed light on the reasons our dedicated staff members cherish their roles, we've gathered some of their testimonials:



- "I have been at SSA for over 13 years and have worked in a range of Coventry and Warwickshire schools. The team here at Stringer is diverse with a range of skill and every person here is deeply passionate about the power of education."

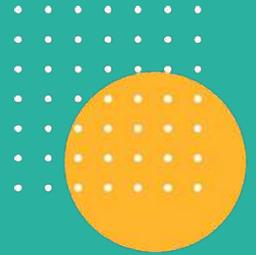
- "During my three years at in the SSMAT, I have met people fuelled by a shared passion for making a difference for the students. The support and collaboration here are truly inspiring and motivates me to push myself everyday. I am confident in the development opportunities available."

- "Riverbank is a very special place to work in. I have always felt valued, worked with some fantastic colleagues, I feel privileged to still work here and have a job where I make a difference to students lives."

- "I work at SSMAT because it's an amazing environment where everyone is treated and valued with respect. We do what we do because we care and we have a heart for the needs of our students."
- The team here at Ernesford is diverse and every person here is deeply passionate about the power of education. We are all working towards a common goal and that is to give young people the opportunity to thrive in their communities.



# JOB



# Description

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

## **MAT Assistant Facilities Manager**

<b>Post:</b>	<b>MAT Assistant Facilities Manager</b>
<b>Contract/Salary:</b>	<b>Grade 6 £33,143 to £39,862 All year round</b>
<b>Location:</b>	<b>Flexibility is required to work out of MAT site or other location to meet the needs of the organisation.</b>
<b>Accountable to:</b>	<b>MAT Facilities Manager</b>
<b>Responsible for:</b>	<b>Site Services Function</b>

## **JOB PURPOSE**

To lead the day-to-day operational delivery of site services across all schools within Sidney Stringer Multi Academy Trust, under the direction of the MAT Facilities Manager.

The postholder will provide clear operational leadership to Site Services Officers, ensuring that Trust sites are safe, secure, compliant, clean, and well maintained. The role focuses on operational coordination, supervision, and problem-solving, contributing information and recommendations to support strategic estates management but without holding Trust-wide strategic or financial accountability.

The postholder will deputise for the MAT Facilities Manager in their absence, maintaining operational continuity and escalating strategic, financial, contractual, or high-risk matters in line with Trust procedures.

# MAIN DUTIES & RESPONSIBILITIES:



## . Operational Facilities Management

- Coordinate and manage the day-to-day operation of Trust sites from a premises and facilities perspective.
- Ensure buildings, grounds, and facilities are safe, secure, clean, and fit for purpose at all times.
- Oversee reactive and planned maintenance activities, ensuring issues are prioritised and resolved efficiently.
- Provide hands-on operational problem-solving where required, without routine manual involvement.
- Ensure effective opening, closing, and site security arrangements are maintained across all sites.
- Contribute operational data, intelligence, and observations to support estates planning, audits, and assurance activity.
- The role does not hold budget responsibility but supports cost control through effective planning, monitoring, and reporting.

## 2. Line Management and Supervision

- Act as the direct line manager for Site Services function across the Trust.
- Allocate work, set day-to-day priorities, and monitor performance across multiple sites.
- Conduct appraisals, performance reviews, absence management, and disciplinary processes in line with Trust policies and HR support.
- Identify training and development needs and ensure statutory and mandatory training requirements are met.
- Provide consistent operational leadership and ensure



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### 3. Contractor Coordination and Site Compliance

- Coordinate and oversee contractors working on Trust sites in line with Trust procedures and direction from the MAT Facilities Manager.
- Ensure contractors comply with safe working practices, site rules, and safeguarding expectations.
- Review and implement contractor risk assessments and method statements (RAMS) prior to and during works.
- Monitor contractor performance on site and report issues, risks, or concerns to the MAT Facilities Manager.
- Sign off completed works in line with agreed processes and quality standards.
- Act as the operational contact for community lettings in relation to site access and facilities.

### 4. Health and Safety (Operational Delivery)

- Manage and monitor day-to-day health and safety activities across Trust sites.
- Ensure statutory inspections, testing, and records are completed and maintained (e.g. fire safety, water hygiene, asbestos, equipment checks).
- Complete, review, and maintain operational risk assessments and COSHH documentation.
- Investigate premises-related incidents and near misses, ensuring appropriate immediate actions are taken.
- Escalate strategic, high-risk, or recurring health and safety matters to the MAT Facilities Manager.

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## 5. Systems, Reporting and Communication

- Operate and maintain job logging, defect reporting, and planned maintenance systems.
- Maintain accurate site records, compliance documentation, and asset information.
- Provide regular operational reports to the MAT Facilities Manager, highlighting issues, risks, trends, and resource pressures.
- Liaise with Headteachers, School Operations Managers, and other stakeholders on routine premises matters.

## 6. Emergency Response and Business Continuity

- Act as the first point of escalation for site-related operational incidents and emergencies.
- Coordinate immediate operational responses to incidents such as flooding, security breaches, or utility failures.
- Support business continuity arrangements to ensure Trust sites remain operational wherever possible.
- Escalate significant incidents or risks to the MAT Facilities Manager and senior leaders as required.
- Be part of the 'on call rota' for out of hours emergencies





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## 7. General Duties

- Work flexibly across sites, including occasional evening or weekend work linked to lettings or emergencies.
- Uphold the Trust's values, safeguarding responsibilities, and equality commitments.
- Undertake any other duties commensurate with the grade of the post.

## Document Control

Reviewer	Role of Reviewer	Date of Last Review
 Laura Niblock	Director of HR & Operations	January 2026

# PERSON SPECIFICATION



Aspect	Essential	Desirable	Measured By
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Operational facilities or estates management</li> <li>• Health and safety legislation and compliance in a multi-site environment</li> <li>• Contractor management and safe systems of work</li> <li>• Statutory testing and inspection regimes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school or public sector estates</li> <li>• Understanding of planned preventative maintenance systems</li> </ul>	<p>Application Form, Certificate Check</p>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to manage and prioritise multiple operational demands across several sites</li> <li>• Strong people management and supervisory skills</li> <li>• Confident decision-making and problem-solving ability</li> <li>• Effective communication skills with staff, contractors, and senior leaders</li> <li>• Ability to interpret technical and safety documentation</li> <li>• Competent IT skills for reporting, compliance, and job management systems</li> <li>• Ability to work independently with minimal supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing change and restructuring teams</li> <li>• Report writing and data analysis skills</li> </ul>	<p>Application Form, Interview</p>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● GCSE (or equivalent) English and Maths</li> <li>● Full UK driving licence and ability to work across multiple Trust sites</li> <li>● Willingness to undertake and maintain First Aid at Work training</li> <li>● Willingness to undertake further training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>● IOSH Managing Safely or equivalent</li> <li>● NEBOSH General Certificate (or working towards)</li> <li>● Trade, facilities, or estates-related qualification</li> </ul>	Application Form, Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>● Enhanced DBS check with barred list clearance</li> <li>● Flexibility to work across all Trust sites and outside normal hours when required</li> </ul>		



# SAFEGUARDING

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff have a duty to keep young people safe and to protect them from physical harm. By accepting a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. The Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.



## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



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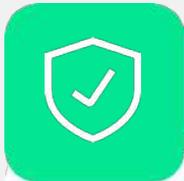


## Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*



## Training and Development

Sidney Stringer Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



Sidney Stringer  
Multi Academy Trust

# HOW TO APPLY:

WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION FORM.



## VISIT OUR WEBSITE

For further details, an application form, and to apply, please visit our website:

[www.sidneystringertrust.org.uk](http://www.sidneystringertrust.org.uk)



## For further information:

Please contact Daniel Everitt, MAT Facilities Manager,

[deveritt.staff@sidneystringeracademy.org.uk](mailto:deveritt.staff@sidneystringeracademy.org.uk)



**Closing Date: 13 April 2026**

**Interview Date: TBC**