



DR CHALLONER'S GRAMMAR SCHOOL

Property & Services Manager

Full Time Equivalent Salary	Range 6 - £29,462 - £32,450
Leave Entitlement	25 days (30 days with 5 years' continuous service)
Pension Scheme	Access to the LGPS defined benefit pension scheme
Job Type	Permanent
Hours per week	37.5
Working weeks per year	52
Start Date	28th January 2019 or sooner if possible

Dr Challoner's Grammar School wishes to appoint a Property and Services Manager. This full time managerial role ensures, through the effective management of the in-house team and external contractors, that the School's estate is maintained, operated, used and developed to best meet the needs of the Academy and its students & staff, whilst remaining compliant with all regulations applicable to Academy Trusts.

The school is an entrepreneurial environment that encourages staff to seek and take opportunities to add value to the education of our students. Candidates who enjoy working in a fast paced atmosphere with a strong sense of shared purpose will find this role attractive.

Interested candidates are invited to contact the Resources Director, Sean Kennedy, on skn@challoners.com to seek further information on the role.

Closing date: Wednesday 12th December 2018, Noon.
Interview date: Tuesday 18th December 2018.

Please return your completed application form to employment@challoners.org

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Dr Challoner's Grammar School is committed to safeguarding and successful candidates will be required to complete an enhanced DBS check



SCHOOL ROLE PROFILE

Job Title

Property & Services Manager

Reporting to: Resources Director

Direct Reports: On-site Caretaker, Maintenance Technician, Premises Assistant, Cleaning Manager

Job purpose

To ensure, through the effective management of the in-house team and external contractors, that the School's estate is maintained, operated, used and developed to best meet the needs of the Academy and its staff, whilst remaining compliant with all regulations applicable to Academy Trusts.

Objectives

- To maintain the estate (all buildings and grounds) to a high standard that facilitates excellent teaching and learning
- To ensure any issues with the estate are identified quickly and resolved as soon as practicable
- To effectively manage all estates related support services (in-house and contracted out) to meet the needs of school staff and students
- In conjunction with the Headteacher and Resources Director, plan and implement developments to the estate.
- To ensure the school complies with all estates related regulatory requirements, including health and safety
- To effectively manage the lettings of the school estate in a way that increases net income to the school whilst not compromising the estate in its prime use for education.

Principal Responsibility Areas

- A Leadership and Management
- B Property & Services
- C Commercial
- D Health & Safety
- E School Facility Bookings
- F Other Responsibilities

Key Tasks

A Leadership and Management

1. To be fully conversant with the school's ethos of 'excellence with integrity', its vision, values and strategies and demonstrate these at all times.
2. To effectively manage their own time, the in-house team and all contractors to deliver the requirements of this role
3. To undertake annual reviews (PDRs) for nominated staff members.
4. To attend meetings of the Governors' Property & Services Committee and report on estate related matters.

B Property & Services

- To ensure the school site operates safely and securely at all times
- To be responsible for the successful operation of all Estates processes and systems including but not limited to security systems, fire evacuation processes and systems, heating systems, contractor safeguarding procedures, recycling etc.
- To arrange relevant insurances for the school outside of the Risk Protection Arrangement are in place
- To ensure that statutory, routine and emergency maintenance is carried out efficiently and in accordance with financial procedures.

- To act as the main point of contact between the school and contractors.
- To ensure that all teaching areas are in good order and furnished to satisfactory requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings.
- To establish and maintain collaborative working relationships with outside bodies and contractors working with the school and ensure all safeguarding requirements relating to contractors are met.
- To monitor the performance of premises-related contracts, ensuring that contractors perform according to specification on agreed contracts.
- To manage the day to day operation of in-house services, ensuring that high standards are maintained and customers needs are met in a timely manner.
- To manage the operation and use of the schools minibuses, including but not limited to their maintenance and insurance.
- To maintain the schools non-IT related asset register and asset management plan

C Commercial

- To act as the budget holder for all estates expenditure and associated service expenditure, ensuring that the department is ran with value for money in mind
- To act as the budget holder for all lettings income and expenditure
- To recommend annual budgets and 3 year projections to the Resources Director backed up by a planned maintenance and refurbishment schedule.
- To procure services in line with the School's Financial Regulations.
- To run tenders for specific projects or services, and to support the Resources Director in managing the tendering process for larger development projects.
- To effectively project manage agreed estate development projects

D Health and Safety

1. To contribute to the updates of the Health and Safety Policy
2. To take responsibility for the day to day implementation of the school's Health and Safety Policy and its regular monitoring.
3. To monitor the work of contractors operating on the school site to ensure that they comply with Health and Safety and Safeguarding requirements.
4. To report to the Property & Services Committee on Health and Safety matters.
5. To ensure that staff are made aware of the school's Health and Safety guidance.
6. To support other staff in exercising their Health and Safety responsibilities.
7. To arrange relevant Health and Safety training for staff as required, liaising with the school's Health and Safety consultant.

E School Facility Bookings

- To manage the marketing and letting of school premises ensuring that those using the school site comply with all relevant policies and procedures.
- To ensure that there is an effective system by which both school staff and potential external letting clients can book school facilities (both in terms of rooms and minibuses)
- To keep the Lettings Policy under review and recommend changes to the Resources Director and governors.
- To recommending charging levels to the Governors' Property & Services Committee on an annual basis.

F Other Responsibilities

- To liaise with the schools neighbours on estates and lettings related issues.
- To act as the out of hours emergency call out when the on-site caretaker is not available (e.g. holiday periods)
- To undertake any other reasonable task required by the Headmaster or line manager.

DR CHALLONER'S GRAMMAR SCHOOL

PERSON SPECIFICATION

Property & Services Manager

	Essential	Desirable
Qualifications:		
A Levels		✓
To have the relevant training/qualifications to be the Academy's health & safety "competent" person. (e.g. IOSH / NEBOSH / Level 4 BIFM in Facilities Management - if not holding one of these currently you will need to undertake this training)	✓	
Other relevant estates related qualifications		✓
Previous Work Experience		
Successful experience of being able to work accurately and to deadlines.	✓	
Successful experience of managing a range of priorities and prioritizing effectively.	✓	
Experience of team leadership.	✓	
Successful experience of communicating effectively and efficiently.	✓	
Experience of Building Management.	✓	
Experience of working within a school environment.		✓
Experience in project management.		✓
Experience in operating an expenditure and/or capital budget.		✓
Professional Skills & Experience		
Meticulous and organized approach to work with a high standard of accuracy.	✓	
A thorough knowledge of Health & Safety and other legislation relating to educational estates and ability to apply it as appropriate.	✓	
Ability to summarize and convey information quickly and concisely; good literacy and communication skills.	✓	
A good understanding of plant and equipment typically found on a large secondary school	✓	
Good ICT skills	✓	
Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met	✓	

Experience of undertaking Risk Assessments		✓
People Management Skills		
Excellent communication skills and the ability to communicate effectively at all levels.	✓	
Excellent line management skills to lead motivate and inspire a team	✓	
Well developed interpersonal skills and able to relate well to a diverse range of stakeholders and build effective working relationships.	✓	
Other Personal Qualities		
Personal Alignment with the Schools Vision and Values	✓	
Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy	✓	
High level of tact and diplomacy and regard for confidentiality.	✓	
Commitment to high standards, best value and continuous improvement.	✓	
Stamina and a capacity for hard work and ability to sustain performance.	✓	
Ability to use initiative	✓	
Ability to work well and remain calm and courteous under pressure.	✓	
Good interpersonal and motivational skills.	✓	
Sense of humour	✓	

