

Information for candidates



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS



Estates and Facilities Manager

King Edward's School

King Edward's School, Birmingham was founded by Royal Charter in 1552 and is one of the most successful boys' schools in this country. It is an independent HMC day school with 880 boys aged 11-18.

In 1936 the School moved from the centre of Birmingham to its present 50-acre site. The School is immensely fortunate in that site: it is close to the University of Birmingham and is surrounded by playing fields, a golf course, lake and nature reserve, and yet is only 10 minutes by road from the centre of the city. The facilities for teaching, music, drama and sport are exceptional.

The School shares the campus with King Edward VI High School for Girls and collaborates with KEHS in a number of ways, particularly through music and drama. The city of Birmingham has also been transformed in the past two decades and now offers a lively cultural and social life with many further development projects in the pipeline.

The School is the founding father of the King Edward's Foundation which has control over nine schools in the city, the two independent schools, six grammar schools – Aston, Camp Hill Boys, Camp Hill Girls, Five Ways, Handsworth Girls and Handsworth Boys – and one non-selective academy, King Edward VI Sheldon Heath Academy. The schools in the Foundation work together in a variety of ways and the Foundation itself has the promotion of social mobility in the city at the heart of its strategy.



Accessibility

The School has always enjoyed the reputation of being the leading school of Birmingham, and it attracts pupils from a very diverse range of backgrounds and from over 100 junior schools across the city and beyond. The School is very conscious of its responsibility to be accessible to able pupils of all backgrounds. There is an extensive Assisted Places Scheme for pupils whose parents could not afford the fees: almost 40% of the pupils have some form of financial support and 10% of boys are here for free.

The Development Office, set up in 2008, has already raised over £10m for Assisted Places and 100 boys are now being educated here from these funds. The Foundation and the School spend £2m each year on this purpose. This commitment is also reflected in the scale of the School's Outreach activities: we collaborate with over 200 junior schools and the School won the TES Award for 'Best Independent-Maintained School Collaboration' in 2015.

Academic life

The School has also undertaken two other strategic developments in recent times. In September 2010 A-levels were replaced entirely and at one moment with the International Baccalaureate (IB) Diploma. The purpose of this change was to provide an education in the Sixth Form which is more intellectually challenging and, ultimately, a better preparation for university and life beyond. The School has received six sets of exam results thus far and the outcome has been very successful: 21 boys have achieved 45 points in five years. In 2017, 54% of boys scored 40 points or above, the average points score was 39.1 and 11 boys accepted places at Oxford and Cambridge. The IB Diploma has regenerated the intellectual tenor of the School and that is reflected in many areas of school life. The School was proud to receive The Sunday Times Award for IB School of the Year in 2015.

Academic standards in the School are extremely high. All boys study a broad core curriculum up to the end of Year 11, choosing ten GCSE subjects and all boys take the IB Diploma in the Sixth Form, studying six subjects. Exam results are very strong: in 2017, 70% of GCSEs were passed at A* and 90% were passed at A*/A. 34 boys out of a year group of 121 achieved 10 A*s and 75 boys achieved only A*s and As.

Facilities

The second development is in facilities and that programme has four phases, of which three are complete. The Sir Paul and Lady Ruddock Performing Arts Centre, a facility which is shared with KEHS, was completed in April 2012 and was part-funded by Sir Paul Ruddock, a former pupil. It comprises a 400-seater concert hall, drama studio and facilities for the teaching of music. This building has transformed the quality of experience in the School, not only in music and drama, but also in lectures and community events. The second phase, completed for September 2013, has created new facilities for science and Modern Languages, and a new Sixth Form Centre. This project was made possible by a £2.5m donation from a former pupil. The third phase has been a new £2.5m hockey pavilion and astro pitch. The final phase will see a new sports hall, gym and additional indoor recreational space and will be completed in Autumn 2018.



Extra-curricular life

In order to pursue our aims, it is vital that there is a very rich experience for the boys inside and outside the classroom. The School is very active in academic competitions in Maths and sciences and the School's junior and senior Schools' Challenge Teams have enjoyed national success. Music and Drama are exceptional with one major dramatic production and three major concerts in the year, including one in Birmingham's Symphony Hall. Pupils often become members of the National Youth Orchestra. Sport is very diverse and successful, with 18 different sports and major fixture lists in rugby, hockey, cricket and athletics. The School is currently successful at national level in water polo, badminton and hockey. There are many societies, including Debating, Living History, Model United Nations, History, Warhammer.

There is a very wide range of expeditions and outdoor activities for younger boys. Over 20 boys each year undertake the Gold Duke of Edinburgh's Award and the Combined Cadet Force thrives with Army, Navy and Royal Air Force sections. In total, there are over 140 trips and expeditions each year and visits for boys of all ages both in term-time and out. The diversity of all this activity is helped by Friday afternoon activities: there is no academic timetable after lunch on Friday and boys have the chance to take on many different activities during this time.



Pastoral Care

Beyond all this, the School is a very friendly place both for pupils and staff: boys feel cared for and relations between the boys, and between staff and pupils, are strong. The pastoral system is centred upon the Form Tutor and almost every member of staff is involved. The house system is important, too, providing links between boys of different ages, and competition in a wide range of activities, including many sports, music and debating. The staff is a happy and vibrant community, immensely committed to the well-being of the boys.

In 2013, the School conducted a survey of the parents to evaluate their judgement of the School. It showed that the School was in the top three of all the schools surveyed by RSAcademics for parental satisfaction.



King Edward VI High School

King Edward VI High School for Girls (KEHS) is one of the most successful girls' schools in this country with outstanding academic results and a large programme of extra-curricular activity. The School was founded in 1883 and counts the actress Lindsay Duncan and the BBC Correspondent Reeta Chakrabarti amongst its alumnae. The School is an independent day school with 591 girls aged 11-18 and is part of the King Edward VI Foundation, which has nine schools in Birmingham. It is situated on a beautiful 50 acre campus in Edgbaston, which it shares with King Edward's School. It is only three miles from Birmingham city centre and has excellent transport access by road and rail (the University train station is only a 10 minute walk).

The School reflects, very closely, the diverse racial mix of the city itself and attracts pupils from beyond Birmingham. Academic standards in the school are extremely high – this year's GCSE results saw a record 82% A* grades and 97% A*/A; at A Level 89% of grades were at A*-B and 23% at A*. The School has a long history of sending girls to the very best universities including Oxford and Cambridge; in 2017 six girls gained places at Oxford and Cambridge, and for the 2018 intake, 17 of our girls have conditional Oxbridge offers. The School was rated 'excellent' by the Independent Schools' Inspectorate in 2010.

At KEHS we aim to offer an outstanding education for able girls who like original ideas and new challenges. Staff are passionate about their subjects and seek to inspire a love of learning for its own sake. Pastoral care is important to us as we seek to educate girls, supporting them to become confident, resilient, young women. Girls combine a rigorous academic education with a huge range of high quality extra-curricular activities. The School produces Music and Drama of an exceptional quality, with a biennial performance in the Symphony Hall in Birmingham. These activities have been enhanced still further by the construction of the Sir Paul and Lady Ruddock Performing Arts Centre, a joint £10 million facility with King Edward's School, which opened in 2012. There is also a large range of sporting opportunities. The School has its own Sports Hall and swimming pool, which were recently refurbished, with hockey and netball pitches on site.

The School's purpose is undoubtedly the pursuit of excellence in all that it does, but it is of equal significance that this excellence should be accessible to able pupils, whatever their family background or financial situation. At the moment, 20% of pupils have some kind of financial support and almost 10% pay no fees at all. The funds for this are provided by the King Edward VI Foundation and through the donations of alumnae and other organisations.

Further details about the school can be found on the website, www.kehs.org.uk



The Role

King Edward's School and King Edward VI High School for Girls are seeking to appoint an Estates and Facilities Manager to take responsibility for the maintenance and safety of buildings and specialist facilities, situated on the shared site in Edgbaston, Birmingham.

The busy Facilities Department comprises in-house cleaning, portering and security teams, and a range of specialist contractors who are retained by the Schools. The site includes the academic and sports facilities for both Schools situated on the main campus at Edgbaston Park Road, two satellite sports sites with pavilions on either side of Eastern Road and seven on-site residencies for staff.

The Estates and Facilities Manager is responsible for the strategic direction and delivery of the facilities services of the two Schools to the students, staff and visitors.

Across the Edgbaston site, the Facilities Team has the responsibility for managing a diverse variety of property types and vintages, from traditional buildings to brand new, state of the art performing arts and sports facilities. The Estates and Facilities Manager will play a pivotal role in strengthening the relationship between the functions of maintenance, refurbishment and new build, to ensure our properties can be efficiently and cost effectively maintained.

The role requires a dynamic manager, with strong communication skills and high levels of technical awareness, experienced at managing multi-disciplinary teams of internal maintenance operatives, tradesmen and external contractors to ensure a first class maintenance service is delivered and that improvement projects are completed to specification, on time and within budget.

The successful candidate should also have demonstrable experience of working with a range of stakeholders. Experience of working in an educational setting is desirable, but not essential for the role.

The Estates and Facilities Manager will report to the Schools' Bursar, but will also have direct liaison with the Senior Leadership Teams in both Schools.

The Role

Key responsibilities

1. Management of the Academic estate

- Ensure that all support services (i.e. portering, cleaning, security, traffic management and waste management) are delivered in a compliant, professional, efficient and effective manner, ensuring the needs of the organisation and the end-user are met appropriately;
- Ensure that the site is secure at all times, via management of the on-site, weekend and evening porters, who undertake the locking up process; and
- Oversee lettings arrangements, such that appropriate parking and access arrangements are in place in conjunction with the KEHS and KES Lettings Managers and the Arts and Events Manager.

2. Improvement works

- Identifying requirements for improvement works in conjunction with Senior Leadership Teams in both Schools; and
- Producing specifications and obtaining quotations for the cost of such works according to the Schools of King Edward VI in Birmingham financial guidelines;
- Selecting suppliers and programming works at the appropriate times; and
- Supervising the works and ensuring all works are completed to the School's specification.

3. Repairs and Preventative Maintenance

- Develop and monitor a ten-year site development and preventative maintenance plan;
- Ensure that maintenance issues reported by staff are addressed on a timely basis, in an efficient and effective manner (using the helpdesk system). This will involve managing a team of internal portering and maintenance staff, as well as external contractors and will encompass:
 - Selecting, deploying and control of external contractors employed on such works, and identifying when such works can be carried out by in-house staff to ensure best use of resources;
 - Preparing or updating existing briefs/specifications for programmed servicing to all plant and equipment, drawing up shortlists of contractors, setting up contracts to do such work and controlling the work of appointed contractors. Note that this excludes any specialist IT equipment but liaison with the IT managers at the Schools is key.

4. Health & Safety

You will have particular responsibility for the implementation of the Health & Safety Policy in conjunction with the Health and Safety committees of each school. Key responsibilities will be:

- Developing incident management plans for the site;
- Managing the response to emergencies and incidents; and
- Being part of the on-call rota for fire and intruder alarm activation.

We have an Assistant Facilities Manager who undertakes much of the work related to this area, but you will line manage this person and thus have overarching responsibility for:

- Ensuring that adequate and legislative compliant checking procedures are in place, particularly with respect to fire safety arrangements, that these are implemented and appropriate records are maintained;

The Role

- Ensuring that regular inspections are carried out to identify unsafe premises, plant, equipment and machinery and that appropriate working conditions, practices and procedures are in place;
- Providing advice and supervision, where appropriate, of necessary remedial works or action;
- Attending the Health & Safety Committee meetings for each school and providing advice and relevant practical assistance where necessary to members of the Committees when required; and
- Ensuring that the contractor permit to work system is operated, including ensuring that all visitors to site are recorded and accompanied as appropriate during school hours.

5. Cleaning

You will be responsible for ensuring that the fabric of the building is kept clean. We have a Cleaning Supervisor who undertakes much of the work related to this area, but you will line manage this person and thus have overarching responsibility for:

- Ensuring that cleaning standards are maintained at a high level across both Schools;
- Ensuring that critical areas such as washrooms, showers, swimming pools, dining halls and changing areas are cleaned on a timely basis;
- Ensuring that cleaning staff are appropriately managed; and
- Managing the waste recycling and promoting green initiatives.

6. Energy Management

- Monitor and troubleshoot the Building Management Systems in the Schools;
- Organise the provision of regular maintenance, currently outsourced to a third party, to ensure that the various heating and hot water systems supporting both Schools work properly.

7. Administration

- Raise purchase orders for outsourced services, equipment and improvement works;
- Obtain quotes and tender responses in accordance with the financial regulations;
- Manage the Facilities related budgets across the Schools – monitoring ongoing balances and reporting on variances between actual and budgeted costs as appropriate;
- Ensure that up to date and relevant information related to preventative maintenance, including records of service visits and routine testing are maintained; and
- Maintain operating manuals, completion certifications and service drawings for all buildings.

8. General requirements of the role

- Undertake all training courses as necessary to carry out duties and undertake any other tasks, as directed by your line manager, which are not included in the above but are consistent with the role.

The above information is not an exhaustive list of tasks that the post holder will be required to carry out, but it does outline the main duties. All staff are required to act in a professional, co-operative and flexible manner in line with the requirements of the post.

The Role

Person specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following information demonstrates the qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Experience and knowledge (tested in covering letter, application form, skills tests and at interview)

	Essential	Desirable
Good level of general education including GCSE Maths and English at Grade B or equivalent.	✓	
High level of ICT skills including knowledge of Microsoft Excel, Word, PowerPoint and email systems.	✓	
Significant experience of supervising or managing day to day building support services with particular experience in delivering a broad range of soft FM services such as portering, cleaning, security and waste management services, either delivered in-house or by external suppliers.	✓	
Health and Safety Training: (IOSH or NEBOSH Health and Safety Qualification), COSHH, First Aid, Manual Handling.	✓	
Experience of managing a team	✓	
Strong understanding of Health and Safety and Statutory Compliance legislation	✓	
Proven experience in directly managing contractors for smaller projects between £10,000 and £50,000, including snagging.	✓	
Proven experience in directly managing contractors for larger projects over £50,000, including snagging.		✓
Familiar with basic building-related principles and terminology, with an ability to both understand and convey with contractors when discussing potential building maintenance / improvement works.	✓	
Experience of financial administration, including working to budgets, raising purchase orders, preparing invoices for payment and customer accounts.		✓
BIFM or similar FM qualification.		✓
Experience of working in the Education Sector.		✓
Understanding of Building Management Systems and effective energy management		✓

Skills and abilities (tested in covering letter, skills tests and at interview)

	Essential	Desirable
Ability to plan and prioritise own work programmes and those of others, work to deadlines and manage conflicting priorities	✓	
Ability to lead, organise, performance manage and motivate a team and demonstrate line management skills;	✓	
Embraces responsibility for identifying sound and effective solutions to a variety of different problems.	✓	

The Role

Excellent customer service skills, with a 'people and service' ethic.	✓	
Current UK Driving licence.	✓	

Attitudes (tested at interview)

	Essential	Desirable
A positive attitude towards education and young people.	✓	
Ability to keep calm under pressure when necessary.	✓	
Able to demonstrate awareness of risk.	✓	
Respect and maintain confidentiality	✓	

This position is physically demanding and involves accessing scaffolds, roofs, lifting and carrying (occasionally up and down stairs), moving furniture, and carrying cleaning products and equipment. Therefore, it is essential that the successful applicant has excellent health. This role may also on occasion require the post holder to assist with their team to carry out manual handling tasks.

Terms and conditions

Job title: Facilities Manager

Reporting to: Bursar

Salary: Grade 13 (£41,982 - £44,107) plus benefits. Accommodation available.

Hours: Full-time, 37 hours per week

Type of position: Permanent, all year round

Holidays: 22 days holiday a year, 8 bank holidays and 4 concessionary days

Benefits: School fee discount, defined contribution pension, lunch in term time, free parking, (a house on site is available)

Start date: September 2018

The post holder will be required to work 37 hours per week. This may include weekend working, as well as a requirement for the post holder occasionally to be available to work on Closed Days and Public Holidays to meet the needs of the Schools, specifically including special events in the school calendar such as Open Events and Speech Days which fall at evenings and weekends.

How to apply

To apply for this role, forward a completed application form and equal opportunities monitoring form (available for download at: <https://kes.org.uk/about-us/vacancies/>) and a covering letter outlining why you feel that your skills and experience would equip you to take on this role, by email to: recruitment@kes.org.uk

The deadline for applications is **midday on Monday 25th June 2018**.

Interviews will take place in the week commencing **2nd July 2018**.

If you have any queries about the role or would like to discuss it in more detail, please contact Zoe Robinson, Bursar, by email: zkr@kes.org.uk

King Edward's School and King Edward VI High School for Girls are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the Schools' Recruitment, Selection and Disclosure Policy is available on the Schools' websites.

