

Roxbourne Primary School



Facilities Manager

Candidate Information Pack April 2021

Together we will provide a **transformational education** and **rich opportunities** which will enable our pupils to seize their potential as lifelong learners.

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Headteachers Message

Facilities Manager Vacancy

Dear Prospective Candidate,

Thank you for your interest in applying for the role of Facilities Manager at Roxbourne Primary School.

This is a new role in our Operations Team which is designed to be responsible for the delivery of an effective and compliant facilities management service for our school.

The successful candidate will be the operational lead on all aspects of Facilities Management. This will involve working closely with the School Business Manager. The primary purpose of the role is to perform the duties of Facilities Manager providing support for the school in relation to premises management, effective maintenance, groundworks, events set up and health and safety management.

We are keen to appoint the right person, someone who will fit into our school community, but who will also challenge us, helping us to raise standards even further. The successful applicant will be capable of maintaining a large school site at a high standard and have a keen eye for improvement and attention to detail, working flexibly and effectively using their own initiative.

You will join a successful and innovative primary school which has been on a transformational journey over the last three years. For a primary school we boast a large school site with an enviable combination of having plentiful buildings and green spaces.

Transformational education is central to life at Roxbourne. All staff have high expectations of their pupils and their own practice. We recognise the importance of investment in staff development and ensure that all our staff are given access to continuous professional development to support our commitment to providing a transformational educational experience for our pupils.

We are seeking a fun, dynamic, responsible, creative, enthusiastic and organised person who will be responsible for creating an environment that our pupils want to be in. This role will include supporting the staff, maintaining relationships and, being approachable to our parents and above all provide a safe, caring, stimulating and fun environment for the pupils in our care.

If you are looking for a challenge we want to hear from you.

For an informal discussion about the role or to visit the school, please do not hesitate to contact the school via email hr@roxbourneprimaryschool.co.uk

We look forward to receiving your application. Good luck!

Many thanks,

Mr R Benserghin

Headteacher

Facilities Manager



Reports to: School Business Manager & Headteacher

Start Date: June/July 2021

Salary : £20,847 - £31,248 (G3 - G7) depending on experience

Contract: Permanent, full time, 52 weeks per year (up to 36 hours per week)

Closing date: 16th May 2021 (12:00 noon)

The Facilities Manager is responsible for ensuring that the schools' infrastructure, facilities and equipment are safe, secure and fit for purpose. Working closely with the Business Manager you will have oversight of immediate as well as planned and preventative maintenance. Be responsible for the premises and facilities management throughout the school and ensure that all statutory premises-related requirements are met and that our school is safe, welcoming, well-maintained, clean and an immaculately presented place to learn and work.

This is an ideal opportunity for someone with extensive DIY/Maintenance knowledge as well as experience of being responsible for the care and maintenance of premises.

Our school can offer:

- Excellent Staff support with good career progression development opportunities
- A warm positive working environment where everyone is valued
- Staff benefits including a generous pension scheme, Employee assistance programme and Cycle to work scheme
- A staff Google Chromebook (and a Google school)
- Access to the Employee Assistance Programme
- A school, very recently judged to be 'Good' by Ofsted (February 2020)
- A well-resourced school on an impressive site, which includes; multiple playgrounds, a school field and dedicated classrooms for music, art / DT, food technology as well as a library, a computing suite and multiple small group rooms
- A parent community with high aspirations and children with exemplary behaviour

Our Ideal Candidate will contribute to our school values and be:

- Resilient - Independent - Creative -Aspirational - Collaborative
- An experienced facilities manager and team leader with relevant facilities management experience
- Resilient, trustworthy, passionate, ambitious and ready to take responsibility for our buildings and facilities
- Highly organised, self-directed reliable and dependable
- Have a range of practical skills and be ready to use them to help maintain our site
- Able to work with and coordinate contractors ensuring that they work safely, to specification and timescales, holding them accountable with a high degree of independence
- Work to build positive relationships with our lettings customers and other stakeholders

The school has an excellent reputation within the local community with strong support from Governors, Parents, pupils and a dedicated and highly motivated team of staff. We would very much like to hear from you if you share our vision, values and enthusiasm.

An application form, job description and person specification are available from the school [website](#). For further information or a confidential discussion, please contact the school by emailing hr@roxbourneprimaryschool.co.uk. We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All new staff appointments will be subject to an enhanced DBS disclosure and reference and medical checks.

Closing Date: 16th May 2021. To apply, please email a completed application form to:

hr@roxbourneprimaryschool.co.uk.

Recruitment Day: Monday 24th May 2021

Start Date: June/July 2021

Job Description

Facilities Manager

Salary:	G3- G7 (dependent on experience)
Hours:	Up to 36 hours (52 weeks per year)
Reporting to:	Business Manager and Headteacher
Start date:	Negotiable

Core Purpose of the Post

1. Aspiring to the highest standards, to lead the provision of comprehensive facilities management to ensure the safety, compliance, security and good order of the school premises and site, ensuring it is an inspiring environment for our pupils, staff, visitors and school community.
2. To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials
3. Responsible for the delivery of high quality, customer focussed premises and facilities functions.

Key Responsibilities

Maintenance and Portage

1. To manage and provide planned preventative and reactive maintenance and repairs on the site, maintaining appropriate electronic and hard copy records, and to be fully aware of the substance of any such records and to actively report and action any recommendations or matters arising.
2. To manage and provide efficient repair, maintenance and portage support to staff, students and other stakeholders and users of the school site.
3. To monitor and maintain all usual premises management supplies and equipment.
4. To procure and manage contractors and subcontractors visiting the site ensuring that they complete work to a high standard, adhere to safe working practices, complete all required forms and provide all required reports, and that they are vetted in accordance with school safeguarding requirements.

Health and Safety, Risk Assessment and Compliance

1. Maintain effective health and safety records which are accurate, complete and up to date.
2. Maintain and monitor appropriate health and safety, risk assessment and statutory compliance processes and records and to be fully aware of the substance of any such records and to actively implement any recommendations or actions arising
3. To continually identify, assess and mitigate risk and to implement and monitor risk assessments accordingly. To aspire to and promote the highest standards of risk assessment and mitigation amongst the premises team and to lead and motivate the team to deliver those high standards.
4. To report any health and safety, risk or premises management concerns to the School Business Manager and to use initiative to address any such issues.
5. To maintain highly organised electronic and hard copy records and paperwork in line with statutory requirements and best practice records management and to devise and follow clear procedures to ensure the safe and efficient operation of the premises and site to the premises team.

Premises Management

1. To ensure the grounds of the school are kept clean, tidy and safe at all times and that the school fields and other outside areas are maintained and marked up to be safe, fit and inspirational for recreational use and school sports.
2. To procure and supervise and premises management contractors, including gardening, waste management, pest control, drains, utilities etc.
3. To monitor external cleaning contractors to ensure the school premises are cleaned to a high standard
4. Undertake emergency and planned maintenance and repairs within capability and respond effectively, maintaining a log of such works.
5. To work alongside the Business Manager to manage snagging and defect tracking and remediation following the completion of premises work.
6. With administrative and finance team support, to set up and manage a programme of out of hours lettings of the school premises, dealing with enquiries, fostering relationships with hirers and potential hirers, assisting with marketing and booking, arranging premises team and caretaker relief cover as necessary.
7. To collaborate with senior leaders in the planning and management of short, medium and long term capital improvements to the site and facilities.

Security and accessibility

1. To take responsibility for the security of the site to manage and maintain all keys and access controls;
2. To manage key holder and alarm response contractors
3. To manage and maintain and operate fire detection, intruder, CCTV and emergency alarms and systems and to assist with the planning and implementation of the school's emergency evacuation and invacuation procedures.
4. To manage a key holder response to out of hours or emergency 'call outs' to the site and to be a named contact and respond or manage premises team response to out of hours call outs
5. To ensure that the school, site and premises are prepared and available for use out of hours, for example for open events, parents' consultations, school performances and/or for private or community lettings.

Leadership and Management

1. To manage the Facilities Assistant.
2. To manage external contractors on an ongoing and ad hoc basis as appropriate to ensure a high standard of facilities management.
3. To maximise the efficiency and cost-effectiveness of facilities management, ensuring value for money and best practices.

Person Specification

Qualifications and training	Essential	Desirable
Educated to a satisfactory standard in order to communicate well, both written and oral. English and Maths pass at GCSE (grade C or above)	✓	
Health & Safety qualification (for example IOSH/NEBOSH) or other qualification/accreditations in facilities management or related area		✓
Experience		
Experience of working in a school or a similar environment		✓
Previous experience of working in the building trade or DIY as a Premises/Site/Facilities Manager for another organisation	✓	
Management of staff or contractors	✓	
Evidence of working as part of a team	✓	
Understanding of Project management		✓
Knowledge and understanding		
Excellent IT Skills and knowledge of Microsoft/google products, email and compliance systems	✓	
Understanding of the principles of site management and the importance of Health & Safety and planned maintenance	✓	
Understanding of safe working procedures with regards to chemicals, plant and machinery particularly in the context of an educational setting	✓	
Ability to carry out health and safety checks, analyse and interpret accident reports and maintain relevant records and report to management	✓	
Knowledge of Health & Safety policies/code of practice/legislation including COSHH, asbestos, fire and water safety and manual handling	✓	
Knowledge of effective risk assessment		✓
Skills and abilities		
Organised and able to prioritise, plan and schedule their own work and the work of the team in order to meet deadlines	✓	
Anticipate and reduce risks on site where possible	✓	

Deal with emergencies and problems arising in a calm, positive and systematic manner	✓	
Ability to work with minimum guidance, proactively and with initiative	✓	
Willingness to take responsibility for safety and security of building	✓	
An eye for detail and a commitment to continuous improvement		✓
Personal qualities and attitudes		
A willingness to contribute to the wider life of the school	✓	
Good communication & interpersonal skills and ability to establish positive working relationships with a wide range of people from within and outside the school	✓	
Excellent customer service skills and a “can do” attitude	✓	
<ul style="list-style-type: none"> ● Reliable, trustworthy and honest ● Excellent timekeeping skills ● Interest in caring for pupils/staff ● Be aware of confidentiality at all times ● Be able to work well in a team and on their own ● Flexible 	✓	
Other requirements		
Able to carry out duties including manual handling	✓	
Flexibility to work outside of normal hours and/or to do alternative shifts (weekends, evenings)	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Information about the school

Ofsted Report

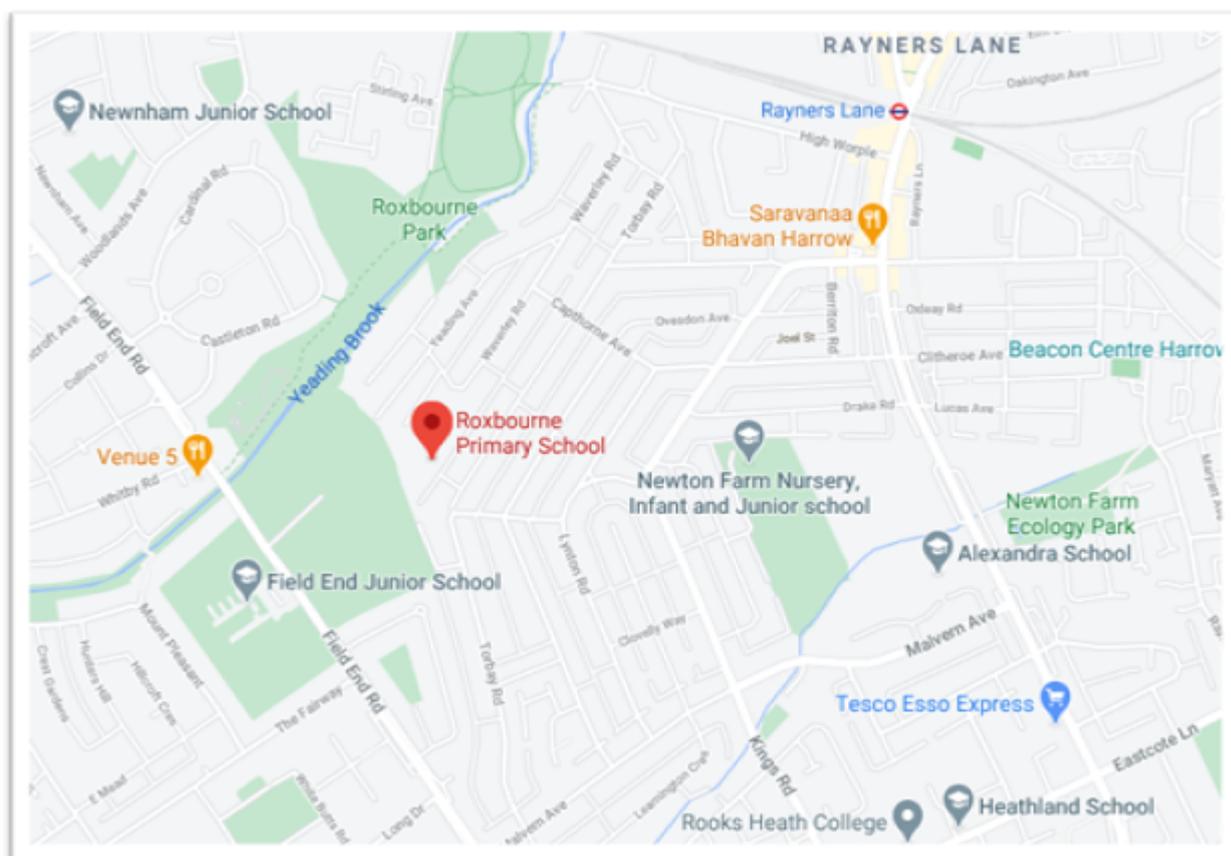
For the latest report on Roxbourne Primary School please [click here](#)

School Website

Our school Website: [Roxbourne Primary School](#)

School location map

Torbay Road
Harrow
Middlesex
HA2 9QF



Details of selection process

Application Deadline

Completed online application forms must be emailed and received by 12:00 (Noon) 16th May 2021. Please note we do not accept CVs or hard copy application forms.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0208 422 9207 or alternatively hr@roxbourneprimaryschool.co.uk

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for the Recruitment Day.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection and Keeping Children Safe in Education.