



Facilities Manager

The Facilities Manager plays an essential role in the daily operation in one of the country’s leading prep schools, directing the daily distribution of tasks for the Facilities and Maintenance team members, which includes two full time Facilities Assistants, three part-time minibus drivers and contract cleaners and landscape gardeners and having ownership of the School’s compliance with respect to Health & Safety legislation, risk management, security, environmental sustainability, transport and site projects. The work involved is as demanding as it is rewarding, and the successful candidate will wish to play a full part in the life of one of the country’s leading schools.

The Facilities Manager will demonstrate an active interest in promoting environmentally sustainable practices and will have expertise in health and safety legislation and compliance, risk management and managing projects, dealing with contractors and balancing budgets. An excellent communicator, the Facilities Manager will be approachable and open, keen to work collaboratively with colleagues in the Operations and other departments and will be skilled at communicating effectively, efficiently and politely with all key stakeholders.

St John’s College School is situated across a number of sites along Grange Road in Cambridge, including the Junior Department (Byron House) at 63 Grange Road, the Head’s house at 67 Grange Road, the boarding house (Whitfield House) at 69 Grange Road and the Senior Department (Senior House) at 73-75 Grange. The buildings are owned by St John’s College and maintained by the School’s Facilities & Maintenance Team, with some functions outsourced to subcontractors (e.g. garden maintenance, cleaning).

### **Job Description**

The role of Facilities Manager, reporting to the Director of Operations, is to ensure high quality delivery of facility related services that meet expectations and current legislation including but not restricted to: site services, grounds, security, health & safety, compliance, risk management, transport, sporting facilities, lettings and cleaning. The Facilities Manager will ensure that all services are provided to the highest specification and meet the requirements of the School, its staff and pupils, meets health and safety standards, is fully compliant with legislation and that the documentation and records required to evidence compliance are ‘inspection-ready’ at all times.

A key member of the School’s Health & Safety Committee and subcommittees, the Facilities Manager is responsible for day-to-day task allocation, workload planning and prioritisation of reactive and planned maintenance tasks for the team and will play a vital role in promoting a positive and proactive Health and Safety culture across the School for all staff, students, visitors and contractors and will take responsibility for compliance with health and safety and other related legislation.

### **The Role of the Facilities Manager**

#### **Health & Safety**

- To develop, implement, manage and report on effective and appropriate Health and Safety standards and procedures to meet compliance requirements as set out in the School’s Health & Safety Policy.
- To ensure the safety, upkeep and maintenance of all School buildings and infrastructure and ensure that the School environment is safe, comfortable and fully functional.
- To ensure that the School complies with and implements procedures in respect of all building and environmental related Health and Safety legislation, other building legislation and planning laws and other relevant legislative requirements.
- To advise and make recommendations and report to Senior Managers and the Health & Safety Committee on matters and issues concerning Health and Safety policies and practices.

- To monitor and report on KPIs for Health & Safety standards and targets.
- To commission and carry out regular Health & Safety audits and put action plans in place to address all audit recommendations.
- To be the nominated school Fire Safety Officer and to ensure an up-to-date fire risk assessment is in place and that appropriate fire safety measures are taken, including provision and testing of fire extinguishers, testing of fire alarm call points and smoke detectors, that regular fire evacuations take place and visual inspection of premises are conducted.

#### **Risk Management**

- To develop, implement, manage and report on effective and appropriate risk management and mitigation procedures to meet compliance requirements as set out in the School's Risk Management Policy with respect to operational risks relating to the physical environment.
- To work with the Administration Manager in the implementation of effective risk management and mitigation procedures in relation to classroom activities, events and trips.
- To identify and assess potential risks and advise on how to avoid risks occurring, or reduce their impact and probability of occurring, including disaster recovery.
- To monitor, review and report on accidents and near misses to promote a culture of safety with openness and transparency, where procedures and processes are continuously reviewed and improved and lessons learned are acted upon to continually inform and improve risk mitigation actions.
- To promote a general culture of active risk identification, mitigation and management amongst the staff, providing guidance to staff and organising and/or delivering regular risk management training and the sharing of best practice.

#### **Security**

- To ensure that robust arrangements are in place to respond effectively to security threats, including but not limited to: maintenance of secure perimeter fencing, walls and access points; CCTV; visitor protocols; door and gate secure access systems (e.g. code and ID activated entry systems).
- To review, manage and report on security issues, to actively promote diligence to maintain the security of the site.
- In collaboration with other Facilities & Maintenance staff, to participate in an on-call rota to respond to emergencies or other callouts outside of normal working hours, including school holidays, overnight and at weekends.
- To oversee the arrangements to subcontract out-of-hours security patrols to an appropriate security agency.
- To be an active member in reviewing and implementing the School's Emergency Action Plan.

#### **Environmental Sustainability**

- To develop, implement, manage and report on effective and appropriate measures to contribute to the School's environmental sustainability objectives, including but not limited to utilities, energy resource and consumption, carbon reduction, waste and recycling.
- The Facilities Manager will be a key member of the School's Environmental Sustainability Committee and will research, recommend and lead on the development, implementation, review and communication of sustainable practices and procedures.
- The Facilities Manager will ensure compliance and will keep up to date with relevant changes in environmental legislation and initiatives and advise the School on the implications of existing and new environmental legislation.
- To keep abreast of the market in environmental sustainability and carbon reduction services, liaising with subcontractors to advise Senior Managers and Governors on new solutions and technologies.

### **Transport**

- Manage the provision of transport services (e.g. the strategy for the use of minibuses, coaches or other forms of transport), ensuring their quality, suitability and cost-effectiveness.
- Produce, maintain and report on the School's travel plan, championing more environmentally sustainable means of transport.
- Take ownership of the safety systems and measures required to keep all those entering and exiting the site safe, including vehicular, bicycle and pedestrian access.
- Day-to-day responsibility for the quality, safety and service levels of the School's minibus service, being the main contact point for parents, liaising with administrative staff to manage bookings and finance staff for billing.
- Manage the school vehicles (minibus fleet and van) by arranging weekly checks of oil, water, tyres, lights and indicators; arrange servicing in accordance with manufacturer's schedules and arrange repairs and cleaning as necessary.
- Take responsibility for managing parking for parents, visitors and staff and oversee the process of allocating staff and visitor parking places.

### **Contracts**

- To manage, on behalf of the School, all building projects and external contracts and contractors for Facilities and Maintenance works, drawing up project briefs, budgets and timelines for approval by senior management and overseeing the longlisting, shortlisting and tender process, ensuring that all necessary Health and Safety and Safeguarding requirements are met by any contractor engaged by the School.
- Liaising with professional advisors for building projects when required, acting as project manager where an external project manager is not appointed.
- Ensure School events and external lettings are appropriately managed including planning security, caretaking, risk assessment and cleaning requirements.
- Day-to-day liaison with cleaning staff to ensure a high standard of service and cleanliness.
- To manage the School's relationship with utilities and other service providers.
- To oversee waste management and ensure cleaning services are delivered to a high standard and in accordance with the School's cleaning arrangements/contract (for example, in liaison with the cleaning company supervisor).
- Booking and overseeing the work of contractors in the maintenance of e.g. wooden floors, window cleaning, landscape gardening, tree maintenance, etc..

### **Budgeting and Development Planning**

- In collaboration with the Head and Director of Operations, contribute to formulation, review and updating of a long-term strategy for the development of the School's estate, in relation to the changing needs of children, parents and staff.
- To be responsible for the preparation and monitoring of the School's annual Facilities and Maintenance budget, to include planned and proactive development of the Schools buildings.
- Contribute to the production of short, medium and long term forecasts for revenue and capital expenditure on Facilities and Maintenance.

### **Maintenance and Refurbishment**

- Plan, lead, document and report on weekly tours of inspection of the School site to gather the necessary information to inform the programme for reactive, planned and preventative maintenance, demonstrating an proactive approach to resolve issues as quickly and efficiently as possible, with a particular focus on health, safety, risk and legislative compliance (e.g. building regulations).

- Establish and oversee the implementation of the School's programme for the planned, preventative maintenance and refurbishment of all buildings and equipment – short, medium and long term and that works are completed to a high level of quality.
- Allocate tasks and responsibilities within the team to ensure that reactive and planned maintenance activities are completed on schedule and within budget and that urgent repairs are completed within a reasonable timescale, and to participate in carrying out these maintenance tasks.
- To produce and maintain a manual, detailing all aspects of the fabric of the buildings, thus providing staff with access to information such as locations of services, systems and equipment, including operating and emergency procedures, maintenance records, relevant risk assessments, etc.
- The Facilities Manager will contribute to the review of appropriate systems, processes and procedures to maximise the efficiency of the Facilities & Maintenance Team (e.g. facilities management software).
- Be one of at least two trained and qualified members of the team to monitor and adjust the water management system for the swimming pool.

### **Line Management**

- The Facilities Manager will report to the Director of Operations who will be responsible for their management, induction, training, appraisal and professional development.
- The Facilities Manager will ensure that the Facilities & Maintenance Team's resources are utilised effectively and efficiently with the proper and effective distribution of duties and prioritisation of tasks.
- To contribute to developing, maintaining and enhancing appropriate systems and processes to maximise the efficiency of the team.
- Ensure team members are appropriately recruited, developed and trained to deliver a quality service and participate in a regular self-evaluation and professional development process.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Director of Operations or Headmaster.

### **Person Specification**

#### **The following are essential:**

- Relevant experience in Health & Safety, Risk Management, Facilities and/or Estates Management
- Ability to understand and interpret legislation and statutory requirements
- Interest and experience in energy conservation and sustainability
- NEBOSH, IOSH, or equivalent qualifications in Health and Safety
- Excellent hands-on practical skills and experience in buildings maintenance, e.g. mechanical, carpentry, electrical, etc.
- Excellent interpersonal/communication skills, written and oral
- Experience of reporting to key stakeholders
- Experience of managing a team
- Experience of co-ordinating and managing contractors and suppliers
- Understanding of financial management and budgetary controls and experience of managing large budgets
- A hands-on worker, with a pro-active, 'can-do' attitude
- Excellent customer service skills
- Ability to foster good relations and promote the department with staff and pupils and the wider school community
- High level of numeracy, accuracy and eye for detail
- Ability to work well as part of a team

*Facilities Manager – St John's College School*

- Ability to work flexibly, as and when required
- High levels of initiative and ability to work autonomously and pro-actively
- Ability to work to tight deadlines, prioritising and taking responsibility for meeting agreed targets
- Ability to maintain confidentiality
- Excellent IT skills (Word/Excel/Outlook)
- GCSE (or equivalent) grades A-C in Maths & English
- Full and clean driving licence
- A commitment to the pastoral care of, safeguarding of, and respect for, children

**The following are desirable:**

- Qualified to HND Level
- MIDAS Minibus Driving Qualification
- First Aid Qualification
- Experience in the education sector

**Terms and Conditions**

**Hours**

The Facilities Manager works year-round 52 weeks per year (46 weeks Plus 6 weeks paid holiday) for 37.5 hours per week. The normal working hours are to be negotiated with the Director of Operations in response to the needs of the team and may be flexible depending on projects and resource requirements.

You may be required to work occasional evenings and weekends for special events such as Fireworks Night and Sports Day where special arrangements have to be made in relation to the premises. You will be required to participate in an on-call rota for out-of-hours emergencies and may occasionally be required to work longer than your usual working hours.

**Salary**

The role attracts a competitive annual salary of between £50,000 to £60,000, dependent upon skills and competencies. Salaries are paid in 12 equal monthly instalments in arrears.

Lunch from the School’s dining hall is provided free of charge when the School’s catering facilities are in operation (term time and for a limited period outside of term).

**Holiday**

The annual holiday entitlement is 6 weeks, inclusive of Bank Holidays. The holiday year runs from 1st September to 31st August and annual leave not taken cannot be carried over. All holiday is to be taken with the prior approval of the Director of Operations.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school’s Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, any member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the school’s designated Child Protection officers or to the Head.

**Probationary Period**

The probationary period will be six months.

**Pension Scheme**

All staff are automatically enrolled in the School’s Scottish Widows pension scheme. The minimum pension contribution from an employee is 2% of salary while the School will contribute 6%.

St John’s College School operates an entirely optional salary exchange scheme for pension contributions.

**Applications**

A letter of application address to the Director of Operations (Mr Alex Loria) should be sent with a fully completed application form (see ‘Application and Recruitment Process Explanatory Notes’) and Equal Opportunities form to the HR Officer, [recruitment@sjcs.co.uk](mailto:recruitment@sjcs.co.uk).

Long-listed candidates will be asked to complete an online skills assessment and candidates meeting the necessary skill level will be invited to an initial informal interview. Successful candidates from the long-list stage interview will then be asked to return for the second round stage which will include a tour of the school, meetings with staff, a written exercise (including an in-tray task) and the second round interview itself which will include questions on safeguarding.

*Facilities Manager – St John's College School*

All reasonable interview expenses will be reimbursed by the School.

*St John's College School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*

*All appointments are subject to a criminal background check and proof of qualifications in accordance with the requirements of the Children Act.*