



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday



**SCHOOL ESTATES MANAGER**

**Application Pack**



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

# HEADTEACHER'S WELCOME



Malden Oaks is a specialist and innovative SEMH provision for students aged 11-19 across Kingston and Richmond. Our students benefit from our attachment aware, trauma informed environment that prioritises building on success and focusing on what students can do.

As an alternative to mainstream education, we are proud to have students of all abilities and encourage each student to have high aspirations, supporting them in developing their self confidence and resilience through our unique 4As Approach. We firmly believe that if our students experience Attachment, Altruism, Achievement and Autonomy whilst with us, they will leave us better equipped to be safe, happy and successful in the future.

Positive relationships are at the heart of everything we do. We are a specialist provision and, as such, we understand the importance of our students being able to build and maintain relationships and that also, our staff are better able to support their students if they're afforded the time to really understand them. We regularly see complex circumstances that result in students unable to cope, or stay, within mainstream schools. We are experienced in supporting students to develop at their own pace and are proud to be able to offer students a place where they can succeed.

Our success and that of our students relies on us having a strong staff team that is passionate about equality and inclusion. We are conscientious investors in our staff, with a comprehensive induction programme and numerous CPD opportunities. We are proud to have a diverse and experienced staff body who work collaboratively and creatively to ensure that our offer would be good enough for our own children.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

## OUR PROVISIONS

### LOWER SCHOOLS

Both our Lower School Kingston and Lower School Richmond offer small group teaching to students in Years 7-10. Based on a nurturing model, students are predominantly taught by one teacher (often from a primary background) with whom they will be able to build a positive working relationship and who will be able to build on their strengths whilst supporting their needs. Learning takes place both inside and outside the classroom across the curriculum and students work towards AQA awards.

### UPPER SCHOOL

Our Upper School provides small group teaching for students predominantly in Year 11 working towards GCSEs or other qualifications. Students also take part in Duke of Edinburgh and depending on their interests, may also follow vocational courses. Our teachers in Upper School are qualified subject specialist teachers who are also experienced in mentoring our students to plan for their Post 16 options and navigate life after Malden Oaks. Each student's timetable is individual to ensure that their needs are met.

### 6OAKS

6Oaks provides education for students aged 16-19 with an EHCP. Students are taught in small groups of no more than 8 by subject specialist teacher and may work towards GCSEs and/or A-Levels. One-to-one tuition is available in the home or community to support students in being able to access provision on site. For students not yet ready to engage in formal learning, there is also a one-to-one mentoring programme designed to support transition by focusing on building trusting relationships.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

# OUR PROVISIONS

## TUITION SERVICES

Both our Kingston & Richmond Tuition Services provide 1:1 and small group teaching for students who are not yet ready to engage in more formal learning or attend a more traditional school setting. Students may be referred for tuition due to ill health or unmet SEN needs.

Tuition may take place in the home, the community or on site depending on student need. Each timetable is designed to meet the students' needs and interest. Whilst the focus for some students will be engagement, others have the opportunity to pursue the KS3 curriculum or work towards GCSEs and other qualifications in core subjects alongside other subjects and activities.

## MO DISCOVER

MO Discover operates from two bases, one in Kingston and one in Richmond. Available to both existing students and those in mainstream, MO Discover aims to complement existing timetables and support placements. Activities are delivered by specialist instructors and range from Arts & Crafts, to mechanics with a range of sporting options.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

# OUR ETHOS & VALUES

## Safeguarding

To ensure safety and well-being of our students, all aspects of safeguarding are rigorously monitored.



## High Expectation

Students are encouraged to aim high on both a day to day basis and in their aspirations for the future.

## Student Voice

Our approach is student centred and it's important that we know what's important to and for our students.



## Engagement

Use of outdoor education and a range of other practical and creative activities, to enable students to take risks, rise to the challenge and learn from mistakes in a safe environment.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

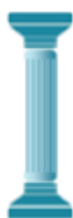
# The 4As – Our Methodology & Approach

*Behaviour is a communication | Growth Mindset: 'Not yet' | No rewards, no sanctions*



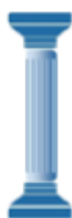
**Attachment**

The security of  
belonging to a  
community



**Altruism**

The joy of  
being to help  
others



**Achievement**

The satisfaction  
of a job well  
done



**Autonomy**

The freedom to  
make decisions  
for yourself

It is important that our students are given the opportunity to enjoy a positive school experience and that they know they can succeed. At the heart of our ethos are the 4As. Ensuring our students experience each 'A' supports them in developing their resilience and the skills necessary for the next step of their journey.

Alongside this approach is the fundamental belief that behaviour is a communication and that unconditional care and respect underpin everything we do. This means our response to students is always from a position of understanding and the desire to support. We know that a student's behaviour is never personal and we respond to situations with an emotion coaching response.

We are attachment aware and trauma informed. Not only is every day a fresh start, but every lesson and every section within a lesson. We repeatedly seek out opportunities for our students to succeed and learn from previous mistakes and experiences.

We do not have any rewards or sanctions as the evidence that our students achieve more from developing an understanding of the intrinsic value of what they are doing is plain to see.





**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

## OFSTED REPORT



***This is a 'Good' school where students enjoy the community feel of Malden Oaks School, where staff understand them and their needs very well. Students appreciate how staff give them the time, resources and help they need to learn. This enables students to rediscover an enjoyment in coming to school even when their previous placements have been unsuccessful.***

***Leaders are ambitious for all students. Students achieve well from many varied starting points. Parents and carers are overwhelmingly positive about the way their child's opportunities have been transformed since joining the school.***

***Students are able to pursue their interests and learn new skills through different opportunities available. They behave with courtesy and great consideration for one another around school. They understand and live up to the values which the school makes sure they learn. Lessons are very seldom disrupted. Bullying is rare and tackled effectively when it does occur.***

***The very positive relationships between staff and pupils lead to a serene, purposeful atmosphere in lessons and throughout the school. Pupils gain confidence in building and maintaining relationships with one another. Staff are quick to notice the signs that a pupil needs support to regulate their behaviour. They skilfully and calmly help pupils to become relaxed and focused again.***

***Pupils behave with courtesy and great consideration for one another around school. They understand and live up to the values which the school makes sure they learn. Lessons are very seldom disrupted. Bullying is rare and tackled effectively when it does occur.***



# JOB DESCRIPTION

<b>LOCATION:</b>	Across all school sites in Kingston and Richmond
<b>CONTRACT:</b>	Full Time Permanent
<b>SALARY:</b>	Grade F (SP16 to 24) current range £33,417 to £37,536 PA FTE

## JOB PURPOSE

- To support the Head of Business Services for ensuring the safety, maintenance, and security of the Malden Oaks School and Tuition Service across our estate (currently 6 school sites across Kingston and Richmond).
- To directly deliver a wide range of property, grounds, site management, and health and safety activities, including building repairs, property maintenance, and premises improvements.
- To provide effective communication and supervision of subcontractors and external organisations, who undertake specialist activities across the school estate. Promoting a consistently helpful, courteous, and appropriate interface between the school, contractors and visitors, whilst ensuring a positive environment for students and staff.
- To undertake any other duties that the Headteacher or Head of Business Services reasonably direct from time to time which are considered to be commensurate with the grading of the job. On occasion this may require attendance at meetings or events at one of our other school sites.
- Required to provide and drive own vehicle for work purposes, to transport tools and equipment across the school estate (essential vehicle allowance and mileage towards fuel can be reclaimed).





**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

## MAIN DUTIES AND RESPONSIBILITIES

### PREMISES OPERATIONS AND MAINTENANCE

- To ensure all school buildings and grounds are maintained, and presented in good order throughout the school estate, preparing and delivering an agreed annual programme of planned and responsive works.
- Proactively ensure the school buildings are ready for each school day, ensuring that the safety and wellbeing of students and staff is a key priority.
- To personally carry out a wide range of property, grounds (including grass/hedge cutting/leaf clearing), site management, and health and safety activities, including building repairs, property maintenance (planned and reactive), and premises improvements.
- Ensuring the safe use of equipment, machinery, cleaning/premises products, and compliance with associated health and safety requirements.
- To manage the schools 'Premises Log'; review, prioritise and action requests, ensuring timely and appropriate communication with the Head of Business Services and Heads of School. Reporting issues and defects that require specialist repair/fall within the Council's contracted property management company (MITIE), and proactively track and record progress updates/escalate for resolution as required.
- To develop effective working relationships with key contractors, and ensure associated contractor record management systems are used appropriately.
- Ensure contractors carry out work to the required standards, escorting and monitoring their activity and presence on site.
- Manage the site requirements such as the setting up/down of meeting rooms for events/committees/exams and other school activities, including furniture and equipment. Participate in school events as required and work flexibly to satisfy the school's needs.
- Maintain adequate and suitably organised storage facilities, receive deliveries and move supplies as required across the school estate.
- Monitor the provision and quality of services by the schools appointed cleaning contractors, reporting any issues or shortcomings arising to the cleaning contract supervisor/manager.
- Personally undertaking agreed cleaning tasks not included in the schools cleaning specification, or in an urgent/emergency situation outside of contracted cleaning hours.
- Actively seek opportunities to improve on cost efficiencies in all estate areas.
- Manage the schools response to adverse weather conditions such as snow/ice across the estate.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

## MAIN DUTIES AND RESPONSIBILITIES (CONTINUE)

### HEALTH AND SAFETY

- To maintain a comprehensive programme and supporting documentation of school site testing and inspections (weekly, monthly, annually), to ensure statutory compliance with education H&S legislation and policies, under the guidance of the Head of Business Services.
- To support the Head of Business Services in the undertaking of risk assessments and ensure any actions arising are adhered to.
- To undertake COSHH assessments, ensure these are written up and a clear log is maintained.
- Identify issues quickly by carrying out regular inspections of all indoor and outdoor areas, providing written reports/action plans as required.
- Keep an inventory of maintenance supplies and equipment; ensure equipment complies to health and safety requirements.
- Undertake the annual testing of portable electrical equipment (PAT), with appropriate training.
- Take responsibility as a Fire Marshall.
- Support an effective out of hours emergency system in place.

The School Estates Manager may be required to attend site during out of hours emergencies, including, but not limited to, intruder and fire alarm call outs.

### HEALTH AND SAFETY

- Support the Heads of School by ensuring the security of the school estate, including locking and unlocking, setting and disarming intruder alarms.
- Ensure that, along with the Senior Leadership Team (SLT), all arrangements for out of hours access are appropriate, and lone working policies are adhered to.
- Be a key point of contact for security companies and emergency services, this may include out of hours.
- Assist the Head of Business Services in the maintenance of an effective infrastructure for access control, CCTV, intruder and fire systems across the school estate.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

## MAIN DUTIES AND RESPONSIBILITIES (CONTINUE)

### SCHOOL VEHICLES

- To ensure the regular maintenance, servicing, and MOT of all school vehicles, and appropriate documentation/records.
- To drive the school vehicles as required for the purposes of student and non-student activities (i.e transporting school supplies and provisions, moving furniture and equipment, taking the vehicles for maintenance and/or refueling).
- To oversee/quality assure the routine school vehicle safety checking, maintenance, and cleaning activities undertaken by the School's Driver.

### SCHOOL VEHICLES

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection - report all concerns to the appropriate person.
- Establish good relationships with staff and site contractors, responding appropriately to individual needs.
- Treat all colleagues in a courteous and helpful manner, challenging discriminating behaviour.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings and training where required.



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

# PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Relevant qualification at NVQ3 level or above, or the equivalent gained through relevant and hands-on practical experience in directly delivering a wide range of property management/maintenance, working within the building/property trade or similar.</li><li>• Full Driving Licence.</li></ul>	<ul style="list-style-type: none"><li>• First Aid certificate.</li><li>• MIDAS driving certificate.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Proven experience of working within a trade or caretaking/estate management environment and personally delivering a range of property maintenance and improvement functions.</li><li>• Ability to demonstrate excellent property maintenance/estate management skills.</li><li>• Evidence of excellent interpersonal skills and engagement with a wide range of stakeholders.</li><li>• Experience dealing with people face to face, and able to deal with sensitive and confidential information in a discreet professional manner.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an educational setting, or wider public services environment.</li><li>• Experience of contractor and/ or property/landlord management.</li></ul>



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

# PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Abilities	<ul style="list-style-type: none"><li>• A good awareness of Health and Safety, COSHH and relevant legislation in relation to property management.</li><li>• Able to work using your own initiative, in a solution focused manner.</li><li>• Able to prioritise and manage time effectively.</li><li>• Excellent written and oral communication skills with good attention to detail.</li><li>• Ability to adhere to working procedures and policies within the school environment.</li><li>• Ability to operate as part of a team.</li><li>• Ability to maintain a calm and professional manner when faced with challenging situations.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of statutory regulations and guidelines relating to the school environment, and health and safety.</li><li>• A good level of ICT Skills including (email, word/google docs, and basic Excel).</li></ul>





**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday

# PERSON SPECIFICATION

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"><li>• Commitment to the safeguarding of children.</li><li>• Flexibility &amp; willingness to adapt, able to work under pressure, juggling competing priorities and responding to unplanned situations in a calm and agile manner.</li><li>• Self-motivated with a can do, solution focused attitude.</li><li>• High level of emotional resilience.</li><li>• Honesty, reliability, and enthusiasm.</li><li>• Willingness to take on appropriate training and development opportunities.</li><li>• A desire to continuously seek improvement across the school estate to support our students to thrive in a welcoming, safe, and pleasant environment.</li><li>• Ability to carry out physical tasks (inside and outdoors) required by the role including lifting, carrying, and moving equipment and supplies.</li><li>• Excellent understanding of equal opportunities.</li></ul>	