



# Facilities Manager Appointment Information Pack

# Message From the Headteacher

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

The Facilities Manager plays a key role in ensuring the smooth running of the school and providing the appropriate environment to enable students to feel safe and secure. The proposed school rebuild will provide a wonderful opportunity to contribute to developing a school to meet the needs of learners for the next 50 years.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which we hope will begin in Summer 2024.

Thank you for taking the time to look at the information relating to this post. Please do contact the school to arrange a visit and to discuss the requirements of the role with the existing post holder who is retiring after 24 years of service.

Kind regards



David Smith  
**Headteacher**



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# Coombe Vision Statement

Coombe Boys' School, is a community of learners that embraces innovation and inclusivity in teaching, leading to academic excellence and a world of opportunity for all. We strive to foster a culture of creativity and critical thinking that empowers our students to become confident lifelong learners and responsible global citizens. Our commitment to providing a diverse and inclusive learning environment ensures that every student is heard, recognised as an individual and feels valued and respected. The focus on academic excellence prepares students for success in an ever changing world. Our goal is to inspire our students to think beyond the classroom and to explore the endless possibilities that lie ahead, so that they may confidently shape their own futures and make a positive impact on the world.

## Coombe prepares each student for their World of Opportunity by:

- **Delivering excellence** through innovative teaching that is inspirational and brings an ambitious, broad and inclusive curriculum to life. It engages every learner in their Coombe journey offering a transformational and challenging experience.
- **Driving ambition** by fostering a culture of creativity that develops all members of our community to be confident learners who are happy, resilient, embrace challenge and are excited by their own potential to shape the future.
- **Developing integrity** through a diverse and equitable community where every person is heard, recognised as an individual and feels valued and respected. Our shared purpose promotes exemplary behaviour, outstanding and supportive relationships between all above all, ensuring kindness permeates every day life.

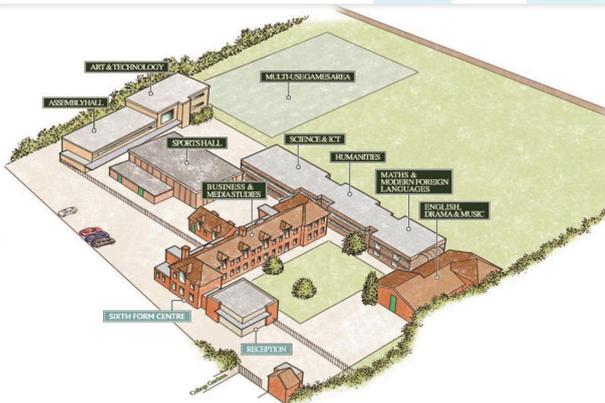
# School Rebuilding Programme

## New Main School Building



The school is about to embark on a multi-million pound rebuild project, which will dramatically change the school and give us the most up to date facilities in the local area. The whole process is expected to take 3 ½ years, and will present a number of challenges for the school during the process.

## New PE, Drama and Music Building



## Site and Facilities Team

The Facilities Manager line manages two full time Assistant Caretakers and a team of approximately ten part time cleaners. They report directly to the Headteacher and work closely with the Trust Director of Premises.

Ideally the successful candidate will live on site in a three bedroom detached house with garden, incorporating a summerhouse and parking for up to three vehicles. The rent for the property is very heavily subsidised by the school and currently equates to £200 per calendar month, excluding bills.

# Job Description: Facilities Manager

**Department or area:** Facilities

**Responsible to:** Headteacher

**Responsible for:** 2 Assistant Caretakers, 10 cleaners

## **Purpose of the post:**

To undertake site management, with the direct responsibility for the direction, supervision and coordination of the Assistant Caretakers, cleaning staff and any other site staff that may be employed by the school.

## **Professional Values and Practice:**

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

## **Main responsibilities and tasks:**

### **Main responsibilities**

- To act as the school's main contact officer for all capital works on site, including monitoring of contracts.
- Ensure Health & Safety policies are regularly reviewed and implemented, especially for all capital works by outside contractors.
- To plan and oversee major and minor building works and to ensure quality standards are achieved within each project.
- To work with the Headteacher, Governors and Trust Director of Premises in preparing bids for capital work.
- To devise annual programmes of planned maintenance to ensure the school's premises are fit for their purpose eg. be responsible for the upkeep of playing areas, drainage system, boundaries, footpaths, roadways and any rights of way.
- To report to the Headteacher, Governors and Trust Director of Premises on building maintenance and site projects progress.
- To establish and maintain a positive and welcoming image of the school.

### **Financial Management**

- To liaise with the Headteacher and Trust Director of Premises in planning the annual premises budget and managing expenditure within budget.

## **Personnel Management**

- To line manage assistant caretakers and cleaning staff.
- Complete appraisals for all site staff.
- Keep records of all site staff/cleaners holidays.
- Arrange site staff cover for all out of hours lettings.
- Ensure all appropriate training courses are completed by all the site team members at the correct intervals.
- To manage performance of all staff with site responsibilities ensuring that performance meets satisfactory standards, including timekeeping.
- Be responsible for the conduct and behaviour of the premises staff, ensuring that their behaviour is conducive to good working relationships and recommending as necessary to the line manager any action required addressing issues.
- Participate in the structuring of the premises team and the recruitment and selection of those staff for premises related posts.
- To monitor the work of the site related contract and agency staff and liaise with their managers as and when necessary.

## **Premises Management**

- Check that all school buildings, school environment, plant fixtures, fittings and equipment are maintained to a high level of repair, maintenance, cleanliness and safety.
- To monitor the state of cleanliness of the building after the cleaners have completed their work. To ensure that all parts of the building remain clean during the period of occupation. To ensure that the site is clean and clear of debris and graffiti.
- Regularly inspect the premises, reporting to the Headteacher any evidence of major building defects, safety hazards, risks or abuse.
- Carry out day to day repairs to the required standards, for which the post holder is competent and qualified.
- Monitor the use of energy and water and recommend reasonable economy savings to the Headteacher and Trust Director of Premises.
- Ensure that furniture is in appropriate places, is moved when required and returned when required.
- Liaise with authorised contractors for day to day repairs and maintenance that cannot be carried out by premises staff, following the school's agreed quotation for work procedure.
- Ensure that procedures are in place for emergency cleaning during the day (eg. broken glass, spillage and body fluids).
- Provide risk assessments for all works carried out.
- Maintain planned maintenance portal.
- Book in planned maintenance contractors as required.
- Complete works on site issues portal and record outcomes.

## **Health, Safety and Security**

- Ensure all legal aspects regarding Health & Safety procedures and fire regulations are carried out as required.
- Act as Health & Safety manager for the school.

- To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and emergency equipment are maintained.
- Ensure that the school's CCTV system is maintained and any repairs are dealt with promptly.
- Ensure the premises are kept safe, secure and at the appropriate temperatures for all who use the site.
- Ensure that hazards are removed and reported on a day to day basis.
- Act as security officer for the school premises, being a registered key holder and available to emergency call outs and logging all incidents.
- Devise and implement risk management procedures.
- Monitor the effectiveness of the school security systems and liaise with intruder alarm, contract providers.
- Work with the Headteacher on the investigation of accidents, incidents and review all reports annually to recommend action. Carry out risk assessments alone and with the Headteacher logging all findings and taking action as appropriate. Implement, review and monitor risk assessment and legislation in relation to the practices of the premises team, devise safe operating procedures and arrange relevant training. Arrange specific H&S staff training as required.
- Ensure risk assessment inspections are undertaken daily, weekly, termly or annually as appropriate, in key areas of the school for potential hazards.
- Ensure all defects are reported to the Headteacher and are rectified as appropriate.
- Ensure that alarm systems, fire fighting appliances and electrical equipment are serviced regularly.
- Fulfil duties specified in the school's fire emergency plan.
- To take action and follow up Health & Safety recommendations and reports.
- Write action plans and procedures as requested by the Headteacher.
- Monthly checks of fume cupboards, to include all record keeping.
- Monthly gas soundness testing, to include all record keeping.
- Monthly water temperature testing and annual water safety testing, for legionella and other bacteria.
- PAT test equipment as required.
- Complete all statutory checks, fire alarm, emergency lights, water temperatures, PAT testing, vehicle checks etc.

### **Administration**

- Monitor alarm call outs, security related situations and maintain all records as required.
- Ensure that all necessary paperwork is obtained from contractors.
- Ensure systems are in place to allow premises staff to carry out their duties appropriately.
- Produce premises reports for Headteacher, Governors and Trust Director of Premises as required.
- Deal with all new lettings enquiries. Show the site to any interested parties and discuss facilities availability. Liaise with the Trust Director of Premises on contractual/financial aspects of lettings. Arrange for the supervision of all lettings.

- Attend 'Dates' meetings weekly during term time only.
- Hold weekly meetings with Canteen Manager to inform them of what is happening in the coming weeks.
- Maintain NET2 Access control and update as required.
- Operate Trend 963 BMS and adjust as needed.
- View and download CCTV footage as required.
- Liaise with IT support over various works around school and help as required.
- Gather quotes for any project/minor works around school and advise Headteacher of best options.
- Liaise with and check all builders/contractors work.
- Maintain a full list of lockers and allocate keys as appropriate.
- Work with finance for the replacement of locker keys and ID cards etc.
- Undertake break and lunch duties as required by the SLT.
- Drive van as and when required for school events.
- Maintain minibus bookings for CBS and Trust primary schools.
- Be the first point of call for alarm activations outside normal hours.
- Make school available for school trips leaving/returning.
- Secure site when school is not in use.

#### **Other duties**

- Carry out any other duties as may reasonably be required by the Headteacher in keeping with the post of Senior Premises Manager.
- To be available for emergency call outs outside active duty hours.
- Maintain and monitor the use of the school's two minibuses and works van.
- Organisation of the probation service work load. Including occasional supervision.
- Supporting SLT as and when required ie. gates, corridors helping to deal with unruly students etc. together with other ad hoc duties as required.
- Install Ethernet cables for the school's computer system.

#### **General responsibilities:**

#### **Results, Achievements, Standards**

- Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

#### **Teaching and Learning**

- Support staff in their drive to raise standards of teaching and learning.

### **Student Development and Well-Being**

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learners' behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
  - Effective communication and engagement
  - Young person development
  - Safeguarding and promoting the welfare of the child
  - Support transitions
  - Multi-agency working
  - Sharing information

### **Relationships with Parents, Schools and Community**

- Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

### **Learning and Growth**

- Managing own learning and performance.

### **School Development Plan Focus:**

- To action relevant aims of the School Development Plan in line with school strategies direction as indicated by the Line Manager.

### **Appraisal:**

- Participate in any arrangements within an agreed national framework for the appraisal of performance.

### **Key Internal Relationships:**

- Headteacher and Senior Leadership Team, teaching staff, support staff, pupils and students.

### **Key External Relationships:**

- Parents, community partners, borough staff, other schools in and out of borough, visitors to the school and other relevant organisations.

### **Budget Responsibilities:**

- Site Management budget.

### **Health & Safety:**

- Ensure health and safety and safeguarding regulations are observed at all times.

## Terms of Employment

### Time

Support staff do not have Directed Time within their hours. However, staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight INSET sessions.. This position is a school based role.

### Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Agreed by: -----

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Person Specification: Facilities Manager

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

## Qualifications

### Essential:

- Requirement to participate in training/development as/when identified by line manager as essential for the performance of the post.
- Willingness to participate in other development training opportunities.

### Desirable:

- GCSE grade C (or equivalent) or above in both English and Mathematics.
- Relevant qualifications in a trade.

## Experience:

### Essential:

- A proven record of working in a similar role.
- A willingness to work with young people to support their learning and pastoral needs.

## Personal and Professional Skills and Attributes:

### Essential:

- Good literacy and numeracy skills.
- Highly motivated and enthusiastic.
- Ability to engage constructively with, and relate to, a wide range of people from different backgrounds.
- The ability to motivate and enthuse students.
- The ability to work as a member of a team.
- An ordered and systematic approach to organisation of workload.
- Ability to work effectively with all staff.
- Good interpersonal skills.
- A commitment to working to strict deadlines.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to demonstrate and promote good practice in line with the ethos of the school.
- Understanding of safeguarding issues and promoting the welfare of children and young people.
- Suitability to work with children.
- A solid belief in the inclusion of all students in a full educational experience.

**Website:** [www.coombeboysschool.org](http://www.coombeboysschool.org)

**Facebook:** [www.facebook.com/CoombeBoysSchool](http://www.facebook.com/CoombeBoysSchool)

**X:** @CoombeBoysNews/@CBSHeadteacher

**YouTube:** [Year 7 Welcome Video](#)

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