



KING EDWARD VI
HIGH SCHOOL FOR GIRLS



KING EDWARD'S SCHOOL
BIRMINGHAM



Estates and Facilities Manager

King Edward VI High School for Girls

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 and varied 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 602 girls aged 11-18 and is part of the King Edward VI Foundation, which has ten schools in Birmingham. It is situated on a beautiful 50-acre campus in Edgbaston, which it shares with King Edward's School.

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 prepared for Higher Education and employment. Girls combine a rigorous academic education with a huge range of high quality extra-curricular activities.

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. The School reflects very closely the diverse racial mix of the city itself and attracts pupils from beyond Birmingham. 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 generous donations of alumnae and other organisations.

Academic success

KEHS regularly ranks as one of the top performing academic girls' schools in the country. Academic standards in the School are extremely high: this year's GCSE results saw 92% A*/A and/or 9-7 grades; 1 in 5 results were at Grade 9 or A* and 49% of students achieved at least 8 top grades. At A level, 93% of grades were at A*-B and 33% at A*.

The School has a long history of sending girls to the very best universities including Oxford and Cambridge; in 2018, 13 students gained places at Oxbridge. The School was rated 'excellent' by the Independent Schools' Inspectorate in 2019 and was ranked as one of the top 10 best value Independent Schools in 2018 by the Daily Telegraph.



King Edward VI High School for Girls

Extra-curricular activities

We believe it is important to offer girls a rounded education, helping them to learn a range of skills for the future, in Higher Education and employment.

There are over 70 extra-curricular activities on offer each week, ranging from Chess to Model United Nations to Ultimate Frisbee.

The School produces music and drama of an exceptional quality, with a biennial performance in the Symphony Hall in Birmingham. These activities were enhanced still further by the construction of the Sir Paul and Lady Ruddock Performing Arts Centre, a joint £11 million facility with King Edward's School, which opened in 2012.

There are many opportunities for students to perform, whether in the Junior or Senior Productions, or simply to take part in Drama Clubs. Our musicians perform in concerts as part of a range of orchestras or smaller ensembles, or in the less formal Performance Platforms, attended by peers and family members. The Dance Production is an annual highlight with over 150 participants each year.

There is also a large range of sporting opportunities, and many teams compete at regional and national level in hockey, netball and rounders along with other sports including water polo, fencing and Ultimate Frisbee. The School has its own Sports Hall, gym and swimming pool, which were recently refurbished, with hockey and netball pitches on site.

We organise a wide variety of educational visits and trips, from language exchanges to Spain, Italy and Germany, to music and sports tours, with more local visits to museums such as the National Space Centre in Leicester and field trips to Malvern and Dorset. Students also attend lectures at Birmingham University and we are pleased to welcome visiting academics and alumnae to offer talks and lectures to the girls.

Further details about the School can be found at: www.kehs.org.uk



King Edward's School

King Edward's School, Birmingham is a remarkable school and a supportive community, where there is a shared belief in the transformative power of an accessible education amidst a young, ethnically diverse city. It is also one of the most successful and significant boys' schools in this country.

Founded in 1552 by Edward VI, King Edward's School is the "founding father" of the King Edward VI Foundation and has always been a central institution in the city of Birmingham which it serves. It is located on a stunning 50-acre site in Edgbaston, which it shares with King Edward VI High School for Girls (KEHS), and educates 860 day boys, aged 11 to 18.

In recent years, the Chief Master and Governors have strengthened their commitment to the belief that King Edward's School should be a catalyst for social mobility, a place of academic excellence and a community whose strength derives from its social diversity and multi-cultural understanding.

At King Edward's there is a deep moral purpose to ensure the School provides the best possible education for the brightest boys in Birmingham, whatever their background. There is a strong belief in the power of education to transform lives and a commitment to a truly challenging, intellectual, rich education. The International Baccalaureate Diploma was introduced in September 2010 to replace A-levels in order to enhance the intellectual life of the School and to provide an education appropriate to the challenges of the 21st century.

Academics

King Edward's is an academic school and an intellectual school. It is a school where the results are exceptionally good and where clever, hard-working and occasionally unusual boys are admired and respected by their peers. Being an academic school means that everyone must strive for the highest academic standards and performance, so that King Edward's is recognised as the best academic school in the West Midlands and, as far as possible, among the best nationally in public exams, entry to Oxbridge and other high quality universities. In 2018, of the 138 boys taking GCSEs, 26 were awarded 10 or 11 A*, 9 or 8 and 65% of all exams were awarded A*, 9 or 8. At IB, the average scores have been above 39 for three of the last four years. The School's commitment to the IB is total. The Board believes it provides a challenging, rigorous and broad education, which has always been a hallmark of a KES education, and better equips boys for the demands of university and the diversity of the world beyond. The School is also very active in academic competitions in Maths, Sciences, public speaking and debating, and teams regularly win national competitions.



King Edward's School

Sport, arts & extra-curricular activities

Life outside the classroom is vitally important at King Edward's. It complements and supports the academic pursuits of the boys, making them more fulfilled, relaxed and rounded and helping them develop important additional skills, such as resilience, teamwork and commitment.

There are a very wide range of expeditions and outdoor activities for younger boys and, each year, a large number of boys undertake the Duke of Edinburgh's Gold Award; the CCF also thrives with RAF, Army and Navy sections. In total, there are over 140 trips and expeditions annually for boys of all ages in term time and the holidays.

Music is quite exceptional, helped by a number of music scholarships, and drama is also of a very high quality. There are three major concerts in the year, including one, biennially, in Birmingham's Symphony Hall, and several dramatic productions. There are also numerous opportunities for smaller ensemble playing and student-led drama performances. The £11m Ruddock Performing Arts Centre is the focus for these activities and all activities and facilities are shared with KEHS.

Sport is also an important part of life at the School and benefits from excellent facilities, indoors and out. The School has extensive grass facilities and the use of three hockey astro pitches, one of which has a modern pavilion, opened in 2015, and a new athletics track in partnership with the University of Birmingham. A new £5m Sports Centre opened in May 2019.



The Estate

The Estate is situated on a beautiful 50-acre site opposite the University of Birmingham and The Barber Institute of Fine Arts.

There are more than 30 acres of playing fields, natural and artificial, immediately adjacent to the main School buildings, and it is surrounded by the University botanical gardens, a lake and nature reserve. And yet, it is only a ten-minute bus ride from the cultural heart of the UK's second city where you find Birmingham Symphony Hall and the Hippodrome, home of Birmingham Royal Ballet.

King Edward's School moved to its current site from the centre of Birmingham in the 1930s and the main school buildings for both Schools, date from that time. However, they have been significantly enhanced in recent years through the immense generosity of several alumni and other supporters of the Schools. The Sir Paul and Lady Ruddock Performing Arts Centre, is shared by the two schools. It was opened by Sir Michael Gove in April 2012 and provides a 400-seater hall for large-scale music performances, a drama studio, a professional-standard dance studio and many practice rooms. The Andrew Brode Wing, opened in September 2013, houses the Modern Languages department, well-equipped Science laboratories and a wonderful Sixth Form centre. And there have been significant investments, as previously mentioned, in specialist indoor and outdoor facilities for sport at both Schools. A project to extend and refurbish the existing Art block at KEHS to create a state of the art Design Technology and Arts block is planned to start during 2020.

The Foundation and its schools

The Schools of King Edward VI in Birmingham, more usually referred to as the King Edward VI Foundation, is one of the most significant educational charities in the UK. King Edward's School and King Edward VI High School for Girls are the two independent schools in the family. The Foundation also sponsors an Academy Trust, comprising six outstanding selective grammar schools and two non-selective schools. Two of these schools have joined the Academy Trust in the last two years and further expansion is envisaged, helping the Foundation to fulfil its long-term aim of improving the life chances and educational experiences of more children in Birmingham.

The Foundation makes annual grants to King Edward's School and King Edward VI High School for Girls of approximately £2.6 million, which pays for many of the Assisted Places. Significant capital investments at the School are funded by donations or by borrowing from the Foundation.

The Foundation Office is located at the top of the driveway to King Edward's School and it is from there that the various administrative and support services are run under the leadership of the Executive Director, who supports both the Foundation and Academy Trust boards and, through them, all 10 of the Foundation's schools. The Foundation Office provides a number of services to both independent schools: for example, it is the legal employer of staff and collects fees from parents.

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 a team of internal staff (porters, cleaners, and 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 School

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.

The Role

2. Improvement works

- Identify requirements for improvement works in conjunction with Senior Leadership Teams in both Schools.
- Produce specifications and obtain quotations for the cost of such works according to the Schools of King Edward VI in Birmingham financial guidelines.
- Select suppliers and programme works at the appropriate times.
- Supervise the works and ensure all works are completed to the School's specification.
- Project manage larger construction projects (£1million plus) – this will involve liaison with architects, professional services providers and construction companies throughout the process including the design, construction and the snagging stages.

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:
 - Selection, deployment and control of external contractors employed on such works, and identification of 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;
- Ensuring we are compliant with H&S legislation; 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;
- 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.

The Role

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.	✓	
Proficient 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 £100,000, including snagging.	✓	
Proven experience in directly managing contractors for larger projects over £100,000, 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: As soon as possible

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 calendars 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 (available for download at: <https://kes.org.uk/about-us/vacancies/>) and a covering letter addressed to Zoe Robinson, Bursar, 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 **9am on Friday 19th July 2019**.

Interviews will take place on **Wednesday 31st July 2019**.

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.



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