

The Department

The Sherborne Girls estate complements its heritage, including a mix of old and modern facilities within well-established and picturesque grounds. The Estates and Facilities department has a long-established approach to operating and maintaining the estate, with in-house teams covering maintenance, cleaning, transport and logistics. As a full-boarding school Sherborne Girls has a growing need in the Estates and Facilities department within which this role is key as it would lead the schools hard facilities management efforts in order to better support the school on a wide range of activities and projects.

The Facilities Manager would lead a team of skilled tradespeople within the department to ensure a smooth running of the School campus and all the various activities and events which take place therein.



Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

Job Description for Facilities Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:

As the Facilities Manager you would be tasked with ensuring that a programme of planned maintenance is undertaken to keep the buildings on the School estate in good condition. You would also be responsible for ensuring all relevant statutory and regulatory compliance checks are carried out and any remedial recommendations actioned. You would line manager a team of skilled tradespeople and be actively involved with ensuring their workload is effectively managed to ensure reactive maintenance is completed in a timely manner. Management of key contracts and input into estate enhancement projects is also key. As a full-boarding School there is activity during weekends and evenings and attendance in support of some these School events is a requirement of the role.

Responsible to:

Director of Estates and Facilities (DoE&F)

<p>Main Duties and Responsibilities:</p>	<p>Regular Maintenance of the School Estate</p> <ul style="list-style-type: none"> • Manage the in-house trade teams to deliver both reactive maintenance and small projects, ensuring the buildings are safe and maintained to a high standard. • Identify and deliver a programme of planned preventative maintenance. • Develop and manage Key Performance Indicator's and Service Level Agreements for existing and new contracts. Monitor the performance of the service delivered against these to ensure performance. • Develop along with other members of the department a structured system for upgrade and replacement of FF&E. • Identify and implement more sustainable ways of working to support the objectives of the School. <p>Compliance</p> <ul style="list-style-type: none"> • Ensure statutory and regulatory compliance along with appropriate record keeping. • Ensure policy, procedures and guidelines are effectively followed by the Estates and Facilities team and appropriate records are kept. • Ensure that staff are trained as needed by Health and Safety regulations in areas such as legionella, asbestos, working at height, PUWER, confined spaces, machine use, hand tools, workshop equipment and vehicle use. • Ensure a regular service programme is in place for all School estate assets such as boilers, air handling units and water treatment plant. • Monitor contractors performance and compliance whilst working on-site. <p>Management and Staffing</p> <ul style="list-style-type: none"> • Line manage the team of trades people within the Estates and Facilities department. Promote a positive culture by: <ul style="list-style-type: none"> • Being open, honest, fair and consistent; • Handling conflict and dealing with people related issues in a proactive and timely way; • Providing knowledge, clarity and guidance to team members; • Supporting team members wellbeing, and sustaining positive; working relationships and • Supporting staff development. • Assist the DoE&F with the management of the School estate and with the project management of major and minor capital building projects. • Engage with colleagues across the estate in an effort to continually improve the service provision provided by the Estates and Facilities department. • Manage and monitor finances and forecast expenditure in line with within allocated budgets. <p>Other</p> <ul style="list-style-type: none"> • Maintain levels of Health & Safety in accordance with current legislation and policies. • Attend key events to co-ordinate, supervise or assist with the smooth running. In a full boarding school this will necessitate some work on evenings and weekends. • Promote and safeguard the welfare of children and young persons. • Any other task that could reasonably be expected.
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Strong understanding of Statutory and regulatory compliance • Experience of working in a support department with a 24/7 operation. • Familiar with implementing change and Procedures • Experience in a similar role • Driving licence • Educated to GCSE level or above 	<ul style="list-style-type: none"> • Nebosh or IOSH qualification • Management Experience • Relevant Facilities management qualification • Membership of relevant professional Institution (IWFM) • Experience of working in the educational sector
Skills and Abilities	<ul style="list-style-type: none"> • Good communicator • Team player and able to get stuck in when required • A commitment to customer service. • Ability to take initiative and prioritise. • Attention to detail. • Ability to work as a team. 	<ul style="list-style-type: none"> • Effective communication with a variety of stakeholders.
Personal Attributes	<ul style="list-style-type: none"> • Strong Leadership skills • A passion for sustainable working practices • A practical approach to issues and challenges • Desire to make a difference 	<ul style="list-style-type: none"> • Ability to present ideas in business-friendly and user-friendly language • Ability to effectively prioritise and execute tasks in a high-pressure environment • Flexible approach, ability to think and adapt quickly

Additional Information

Hours of work: This is a full-time position, 40 hours per week. With flexibility needed to support the 24/7 nature of a full boarding environment. Occasional weekend work will be required. During term-time the post holder would be expected to work some Saturdays in conjunction with other members of the Facilities Team, (11/12 Saturdays per year).

Salary: £38,00 – £43,00

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Benefits:

- Membership of the School's pensions scheme
- Free onsite parking
- Free lunches provided during term time
- Oxley sports centre discounted membership

Application Process:

- The closing date for applications 9am Tuesday 21 February 2023
- Interviews will take place Friday 24 February 2023