BURFORD SCHOOL
FOUNDED 1571



JOB INFORMATION

Boarding Site Manager

APPLICATION DEADLINE: 12.00 pm Monday 20 January 2025



THE SCHOOL

Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

Mr Albrighton
Headteacher of Burford School



Vision

Our ethos is to provide the '**best of education**' to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect
Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate
Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach
Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.



THE ROLE

Salary:	Grade 8, Point 18 -23, 30,559 - 33,366 per annum (pay award pending)
Contract:	Permanent
Term:	Monday to Friday, 52 weeks per year Payments will be made for additional weekends and lock-ups in the evenings which will be undertaken on a rota basis.
Hours:	37 per week (flexible hours considered)
Starting date:	February 2025 (or by negotiation)
Reporting to:	Facilities Manager

We have an exciting opportunity for a Boardings Site Manager to join our Facilities team from February 2025.

We are looking to appoint an efficient, flexible, friendly and reliable person to take on the role to oversee our boarding site, keeping it safe and looking great.

The successful candidate should be able to work in partnership with our wider staff, boarding and premises staff team to ensure the smooth running of our boarding site.

Our boarding premises are in the heart of Burford and a listed building, therefore there are particular requirements for its maintenance and upkeep.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.

The Premises Officer will be line managed by the Facilities Manager (Day School) who will be in contact on a daily basis to discuss and plan programmes of work.

The Premises Officer will be primarily based at the Boarding site to ensure continuity of cover for premises related matters. However, on occasions s/he may be required to work at the Day School site when requested to do so by the Facilities Manager.

The boarding premises are listed buildings requiring specialist maintenance and upkeep.

The site staff are required to undertake routine maintenance works in Day School and Boarding under the direction of the Facilities Manager.

TASKS – DILAPIDATIONS

To maintain oversight of the dilapidations report for the boarding house premises
To undertake work on the dilapidations report within the scope of internal site staff
To plan the works required within the dilapidations report by external contractors on an annual basis, within the available budget
Obtain quotations for the works to be undertaken by external contractors
Seek approval of the works to be undertaken from the Burford School Foundation
To ensure necessary consents are in place prior to building works commencing

TASKS – COMPLIANCE

Water temperature checks and recording
Boiler maintenance and daily heating checks
Legionella testing and recording
PAT testing of electrical items

Management of Gas safety file
Fire alarm testing and maintenance
Oversight of Boarding minibus use, Servicing, MOT and tax
Maintenance and review of Asbestos register
Management of Pest Control contractors

TASKS – RESOURCES

Ensure the maintenance of a clean and orderly working environment
Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
Undertake consistent record keeping as required
IT literate, use of Word, Excel, e-mail, and School/Boarding IT systems
Refill and replace consumables e.g. soap & towels
Report faulty equipment & other maintenance requirements to appropriate person
Maintain the security of premises by securing entrances/exits as appropriate and reporting potential security breaches
Ensure lights and other equipment are switched off as appropriate
To oversee the work of the Premises Officer (Boarding) on a daily basis

TASKS – ORGANISATION

Assist with the receipt, distribution, collection and despatch of goods
Assist and participate in the organisation and movement of furniture within the building
Maintain and arrange orderly and secure storage of supplies
Operate everyday equipment in accordance with instructions

TASKS – OPERATIONAL

Security

Lock/unlock buildings and areas
Assist with regular security checks
Operate alarm systems where appropriate
Respond to fire alarm/security alarms where necessary
Cover lettings of premises
Be contactable out of hours to provide advice, guidance, support if necessary

Cleaning and Maintenance

Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture and shower facilities
Operation of heating plant, cooling and lighting systems
Collect and assemble waste for collection
Undertake cleaning duties including graffiti removal, litter-picking
Undertake emergency cleaning duties
Undertake routine "client" tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
Provide emergency access to the boarding site
Undertake activities to maintain safe and clean external environment e.g. gritting
Assist with the maintenance of specialist gym equipment following specialist training and maintenance

RESPONSIBILITIES

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
Contribute to the overall ethos/work/aims of the school and boarding house
Appreciate and support the role of other professionals
Attend relevant meetings as required
Participate in training and other learning activities and performance development as required
Treat all users of the school with courtesy and consideration
Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
Comply with Health and Safety policies and procedures at all times and to ensure adherence to Health and Safety working practices.
Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times



Person Specification

	Criteria	Essential	Desirable
Experience	• Good knowledge of managing buildings and facilities	✔	
	• Knowledge of working with listed buildings		✔
Qualifications / Training	• Willingness to undertake induction training	✔	
	• Cleaning and support services NVQ Level 1 **or** equivalent experience or equivalent qualification, or willingness to train to achieve these		
Knowledge /Skills	• Knowledge of basic plumbing, electrical and decorating repair procedures	✔	
	• Basic knowledge of health and safety procedures and precautions	✔	
	• Basic awareness of COSHH regulations	✔	
	• Awareness of health and hygiene procedures	✔	
	• Knowledge of moving and handling procedures		✔
	• Ability to work as part of a team	✔	
	• Ability to relate well to children and adults	✔	
	• Knowledge of cleaning procedures required to meet specified cleaning standards		✔
	• Willingness to participate in development and training opportunities	✔	
	• Flexibility	✔	


PYREX
250ml



Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Mrs Evans, HR Manager, to arrange this.

Additional Staff Benefits

- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Local Government pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School*.

* Please see relevant Admissions Policy on the school website.



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

If you are applying from outside the UK please contact us prior to applying.

Please download job details and an application form from our Eteach page: https://www.tes.com/jobs/vacancy/boarding-site-manager-oxfordshire-2154729

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

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www.burford.oxon.sch.uk

Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL

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