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**Application Pack**

Facilities Manager

June 2017





**Welcome**

Thank you for your interest in joining a highly committed staff who want the best for all our students so they are ambitious and hungry for future triumph. Wexham School is welcoming, vibrant and successful and I very much hope that you will join us in this strategic role as Facilitates Manager.

The post will be challenging but highly rewarding. This crucial role will ensure the smooth running of the school site, its facilities and buildings. The School Site is large and contains several buildings of various ages. These are set in pleasant and green surroundings with a substantial school field. The quality of the school environment is crucial to the day to day wellbeing of students and staff. It aids learning and makes us all feel proud of the school we belong to. Therefore this post is vital to the future success of the school. Excellent administrative and communication skills are essential in this role as is a strong knowledge of health and safety.

The most exciting stage of the schools development is also about to commence. In July a new three story £12 million building will start to be erected. Whilst the new building itself is being project managed by Slough Local Authority, the day to day liaison with the contractors and input into design meetings will be a fascinating part of your role. The building including demolition of some existing buildings is due for completion in October 2018.

The large and varied nature of this role means you will lead a team of three Site Controllers (Caretakers). You will also be the main link to the many contractors that work on our site so excellent leadership skills are essential.

Wexham is a highly regarded and successful non-selective maintained school which was judged to be 'Good' when last inspected by Ofsted. In 2013 GCSE results were placed in the top 5% of School’s nationally based on progress, in 2014 this had risen to the top 4%. Our 2015 results improved again to 54% of students achieving 5+ A\*-C grades including Maths and English, the highest in the school’s history for many years with 61% achieving 5 A\*-C grades at GCSE. Given the starting points of our students and that Slough is a selective authority, this progress and achievement is excellent.

A key ingredient of this success has been the priority placed on creating an environment in which both students and staff have the confidence to flourish. My personal belief is that great schools, that demonstrate continuous or sustained improvement, are built on a foundation of highly qualified and committed staff, which can only be achieved through valuing all staff and investing in their professional development.

As the Headteacher of Wexham I very much hope you will join me in what are exciting times ahead for the school and the community we serve as we expand from 5 ½ forms of entry to 8, including a multi-million pound building programme. If you want to join us then please do read on. I look forward to receiving your application and meeting you in the future.

**Lawrence Smith – Headteacher**

**Working at Wexham**

Wexham School was awarded the NFER Research Mark in July 2015 following a significant cultural shift to create a vibrant research ethos that is widespread across the school. The school offers a range of research activity involving the great majority of staff and a genuine sense of enthusiasm and passion for enquiry.

Our staff take part in programmes of professional development such as NPQML and NPQSL. A number of staff are also supported by the school with a Master’s in Education. A partnership with many higher education providers supports this process.

We have developed an extensive and personalised CPD/JPD programme with an emphasis on sharing good practice. It is very rare that our INSET days consist of the whole staff being talked at for extensive periods of times! Instead we use these days to specifically provide training opportunities to selected staff whilst majority use their time to continue their research and update practice as a trusted and committed professional. To support this all staff are provided CPD time as part of their timetable in addition to their PPA time.

NQTs, ITT and staff on assessment routes are fully supported as they work towards QTS. Our links with Brunel University’s Teacher Training Department, we are an enhanced partner school, are well developed and assist this process. All staff have generous non-contact time in order for them to be developed and further benefit from mentors and coaches.

We share good practice continuously. Morning briefing is primarily used for this purpose. An open door policy around the school means anyone can observe at any time due to our collaborative and supportive approach. Wexham staff have led on CPD outside of the school at various events, including at PiXL, Local Authority Conferences and at Higher Education providers.

All staff are provided an IPad. We have a well-resourced site which is located on the edge of Slough making it a peaceful and green place to work.

Most importantly our staff are friendly, welcoming and encouraging and this is reflected in the children who are fantastic to teach and support as we do everything we can to provide them the best opportunities and inspiration to be successful.

**Wexham School**

**Facilities Manager**

**Start ASAP**

Wexham School, Norway Drive, Slough, SL2 5QP

* Salary: Level 6, Scale Point 30-35, £27,713 - £31,676
* Inc. London Fringe Allowance.
* Full Time, 37 hrs per week
* Mon – Thurs: Start 8.00am finish 4.30pm

Friday: Start 8.00am finish 4pm

Wexham School is a friendly and vibrant school with a highly committed staff who want the best for all our students ensuring they are ambitious and hungry for future triumph. We require, as soon as possible, a well-qualified and enthusiastic colleague to be our Facilities Manager at this large and expanding school.

We, as a school community, have developed a “can do” attitude through collaboration and effective partnerships. The quality of our learning environment is highly important to securing happy staff and students and obtaining excellent outcomes. This post will be varied and rewarding and is a crucial appointment to the staff team.

**We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.**

**Closing date: Wednesday 21st June 2017 @ 12 noon**

To obtain an application pack please download the relevant attachments from our website [www.wexhamschool.co.uk](http://www.wexhamschool.co.uk) where further information can also be found about the school.

If you have any other enquiries please contact Anita Brudenall-Jones on 01753 526797 or email recruitment@wexham.slough.sch.uk. Please also contact Anita should you wish to arrange a visit to the school prior to applying.

**In applying for this role please ensure you complete the application form fully, including:**

* **A full work history.**
* **Naming two referees, one of which must be your current employer.**
* **Including a letter/statement of application that must not exceed two sides of A4, this should address areas identified in the Person Specification.**

**Job Description**

**Facilities Manager**

* Salary: Level 6, Scale Point 30-35, £27,713 - £31,676
* Inc. London Fringe Allowance.
* Full Time, 37 hrs per week
* Mon – Thurs: Start 8.00am finish 4.30pm
* Friday: Start 8.00am finish 4pm

**Line of Accountability**

The Facilities Manager is accountable to the School Business Manager and Headteacher

**Line Management**

The Facilities Manager will line manage and appraise relevant support staff as outlined in the school structure.

**Job Purpose**

* Facilitate the smooth running of the school, ensuring the standard of maintenance both of the school buildings, grounds and site are kept to a high level.
* Ensure all health and safety compliances are in good order and kept up to date.
* Ensure all matters retaining to health and safety, site security, emergency planning and day to day operations run smoothly.
* Supervision, motivation and training of site controllers ensuring their contribution to the management of the school site.
* Coordinating the work of contractors, day to day decisions, prioritising and monitoring performance as well as the administration of the team, records, attendance, and holidays.
* Ensure the school has sufficient stocks of consumables i.e. cleaning materials.
* Undertaking stocktaking duties and the rotation of stock.
* Bringing any Health and Safety issues to the attention of the Business Manager / Headteacher.
* The line management of a number of staff falling under this post holder’s remit including induction, training and performance management.
* Supporting and encouraging the school’s ethos and its objectives, policies and procedures.
* Available to answer call outs during out of hour’s operation, i.e. burglar alarms, this is shared with site controllers. (Overtime / Call Out Fee available)

**Operational**

* Ensure the maintenance of the school building by undertaking handyperson duties and the employment of skilled contractors as appropriate.
* Ensure the efficient operation of the school heating system.
* Negotiate with contractors work to be done within the school and its surrounds.
* Liaise with contractors on all tendering projects ensuring all quotes received meet the schools requirements.
* Project manage the work being carried out according to timescales and ensuring minimum disruption to the school day.
* Consulting with appropriate professional bodies to ensure work to be carried out meets current regulations.
* Secures the cleanliness of school premises by monitoring contractors and undertaking specific cleaning duties required by the Headteacher.
* Organising the receiving and delivery to appropriate locations of incoming goods.
* Monitors the performance of contractors responsible for work associated with the school buildings and grounds.
* Ensure the buildings and school site are secure, particularly out of hours, in order to prevent unauthorised entry and potential damage/theft.
* Supervises, trains, motivates Site Controllers.
* Alerts the Business Manager / Headteacher to potential Health and Safety problems in the school.
* Ensure that the school has sufficient stock of consumables
* Liaises with Business Manager regarding school lettings and manages school lettings.
* Advise Business Manager / Headteacher on annual maintenance programmes.
* Progress plans independently.
* Identify and progress daily/weekly priorities.
* Ensure devolved budget is managed
* Responsible for all aspects of site health and safety including emergency planning.
* Resolves problems with minimum reference to the Headteacher.
* Maintains a high level of confidentiality.
* To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, visitors, contractors and other professionals.
* To liaise as required with governors, staff (teaching and support) and contractors on behalf of Headteacher.
* To handle staffing issues such as absence, misconduct, performance and capability in line with school policies and procedures (of those you will line manage).
* Ensure that the health and safety of all children and staff is promoted consistently and maintained to a high standard at all times.
* Promote and safeguard the welfare of all children.

**Administrative**

* To ensure that all administrative duties, checks, documentation, reports and returns completed accurately and submitted within required deadlines.
* To undertake responsibility for all necessary administration relating to all areas within post holder’s remit.
* To take minutes/notes in meetings and circulate necessary information.
* To deal with correspondence promptly and as required.

**General**

* Assist with preparation for school events such as Open Days etc. and play a full and active part in school activities.
* To attend training sessions and meetings as required.
* To assist in duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall reasonably required.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

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| **Safeguarding Children** |
| In accordance with the School’s commitment to follow and adhere to the Department for Education’s guidance entitled ‘Keeping Children Safe in Education’ (September 2016) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.  You are required to have enhanced DBS clearance.  You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times. |
| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Wexham School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. |
| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to student, staff and school business/information. |
| **Freedom of Information** |
| The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures. |
| **Smoking Policy** |
| Smoking is not permitted in any premises or grounds managed by Wexham School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises. |

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| **Wexham School**  **Person Specification – Facilities Manager** | | |
| **Qualifications and Training**   * Educated to at least GCSE Grade C standard or equivalent in English and Mathematics (certificate/s to be available at interview) * NVQ Level 2/3 or other recognised supervisory/management qualification, (NVQ Level 3, BTEC, Degree or equivalent) * Supervision of staff is required, previous supervisory experience is necessary * Valid driving licence and ability to travel to different sites | Essential | Desirable |
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| **Knowledge and Skills**   * Ability to build good relationships with staff, students, contractors, visitors and other professionals * Able to lead and develop a team of staff, delegating duties as required. * Knowledge of good building maintenance and health and safety. * Ability to work constructively as part of a team, understanding school roles and responsibilities * Excellent and meticulous organisational skills * Excellent verbal and written communication skills * Good standard of numeracy and literacy skills * Ability to absorb and understand a wide range of information * Ability to effectively operate a full range of ICT * Operating and monitoring budgets, and providing required reports * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation, e.g. health and safety * Handy Person skills necessary to the role required in schools * Good knowledge of Health and Safety and manual handling * Able to manage projects including planning and organising activities * Ability to maintain an orderly and safe working environment | Essential | Desirable |
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| **Experience**   * Of working in a large organisation, preferably a school or similar setting * Proven experience in a Facilities or Site Management role. or similar * Experience of obtaining quotes from suppliers and project managing contractors and site staff * Managing and maintaining accurate records * Experience in the line management of staff * Experience of staff recruitment and selection * First Aid qualification or willingness to gain one | Essential | Desirable |
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| **Personal Qualities**   * Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust * Committed to undertaking professional training and assist with the professional development of others * Must be Physically fit and can work at heights * Able to communicate effectively both verbally and in writing * The ability to communicate with a wide variety of individuals which may include Governors, Parents and members of the public * The ability to develop a good relationship with the pupils * Flexible in their approach to the role and able to use their initiative * Works well within a team * Able to lead, manage and motivate staff * Able to plan, prioritise and organise own work schedule * Demonstrate reliability and integrity and lead by example * Be tolerant and calm when working with others to develop team work * Commitment to the school’s ethos, aims and its whole community | Essential | Desirable |
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