



**KENSINGTON  
PARK SCHOOL**

**FACILITIES MANAGER**

**(Full-time)**

**APRIL/MAY 2024**

**Closing date:  
12 noon, Tuesday 9 April 2024**



## **FACILITIES MANAGER**

### **FROM: ASAP**

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the schools. This includes security, cleanliness, porter age, monitoring contracts/contractors, routine maintenance and refurbishment, repairs, suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Kensington Park School is a co-educational independent school (11-18) situated in the heart of cosmopolitan London with a commitment to the principles of equal opportunity, diversity and inclusion. The School combines a rigorous academic education with an emphasis on developing the whole student by giving them a broad educational experience and strong pastoral care. The small class sizes ensure that a personalised and individual education is delivered to each student. The School has an extensive and thriving co-curricular programme to which a contribution will be expected.

Applications, which should include a covering letter addressed to the Business Director and a fully completed Application Form, should reach the School no later than Tuesday 9th April 2024 at 12 noon.

***Kensington Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

# Job Description



**Job Title:** Facilities Manager

**Responsible to & Line Manager:** Business Director

**Location:** Multi Sites – Central London

Full time/ Permanent Hands-on

## **Key roles and responsibilities**

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

### **General Responsibilities**

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety of the site
- To undertake repairs and DIY projects including art and drama productions
- To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to.
- To monitor the performance of the cleaning contractor and liaise with the area supervisor to ensure a clean, tidy and a well-maintained school environment
- To line manage the other site staff

### **In return we can offer you**

- The opportunity to work in a role where variety is an everyday occurrence
- Free Board and Lodging at our Boarding House
- Supportive, friendly staff
- Tailored training to help you develop more advanced skills
- Complimentary lunches during term time
- Auto-enrolment into NEST pension
- 25 Days Annual Leave + Bank Holidays
- Flexibility in start & finish times



## Specific Responsibilities

- Maintenance, repair and cleaning of the school
- To advise and complete a rolling programme of redecoration/refurbishment
- To order and complete repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To monitor and complete work requests on the premises that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- To undertake the appraisal reviews of site staff, ensuring continuing professional development
- To liaise with landlord of the boarding house, providing advice and assisting the work carried out by the landlord on behalf the school's interest

## Security

- To be responsible for the security of the premises, liaising with police and other emergency services were necessary
- To be responsible for locking and unlocking up the school building.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off, if not needed and all security alarms are set and working correctly
- To check, at weekly/ monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarm.
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly/monthly and results recorded
- To ensure that all water tests are completed according to legionella risk assessment all test are correctly recorded
- To monitor, report and advise the head teacher on all security matters
- To be aware of all out of hour's activities at the schools and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings
- To act as the main key holder for the school on call-outs

## General Site Duties

- To set and monitor the school heating and hot water systems
- To take energy readings on a monthly basis
- To ensure the school and grounds are kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies exams parents evenings and other events and cleared away afterwards so normal school life can continue without any delays.
- To ensure the main school hall floors and kept clean and polished



- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To provide a portering and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To maintain stage and drama equipment, including stage lighting
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To undertake minor window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required

## Health & Safety

- To ensure that all working practices with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the colleges Health & Safety Policy and Procedures
- Report any RIDDORS and investigations
- Complete Quarterly Health and Safety compliance reports to KPS advisory Board

## Safeguarding

All employees must have due regard for safeguarding and promoting the welfare of children and young persons for whom you are responsible and with whom you came into contact. All employees of KPS must have due regard for safeguarding and promoting the welfare of children, ensuring compliance with school policy and DfE legislation: Keeping Children Safe in Education (September 2023).



## Administration

- To maintain the school's equipment and plant inventory
- To place orders, for items of maintenance and housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items
- To maintain a log, on all compliance inspections and checks carried out fire, water and plant
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- Obtain tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SLT
- To carry out other duties of a similar nature from time to time as may be required by the senior management Team and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
- Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

## Essential Criteria

- Experience of building maintenance, ideally within an educational setting.
- Experience of supervising contractors.
- Experience of plumbing, carpentry or electrical work is desirable.
- Ability to manage, motivate and develop an effective team.
- Must be able to meet the physical demands of the job.
- Good level of IT skills including ability to use computer control systems and a high level or proficiency with Microsoft Office.

## Requirements

- Recognised qualification in Facilities Management or equivalent (desirable).
- Relevant Health & Safety qualification and/or willingness to undergo training.
- Relevant First Aid qualification (desirable).

# How to Apply



## Applications

An application form is available to download from the staff vacancy page of the school website: [www.kps.co.uk](http://www.kps.co.uk), or by emailing [vacancies@kps.co.uk](mailto:vacancies@kps.co.uk).

The closing date for applications is **12 noon on Tuesday, 9 April 2024**.

Applications must be submitted in full by the advertised closing date for entries. **Early applications are encouraged as they may be reviewed upon receipt and interviews may be scheduled in advance of the closing date.**

A formal offer of employment will always be dependent upon receipt of satisfactory references. Where possible to do so the school will seek references prior to interview.

Details of at least two referees will be obtained, one of whom must be current or most recent employer. Qualification certificates (originals only) will be required at interview, as will proof of identity, right to work in the UK and domicile.

All applications should consist of a covering letter addressed to the Business Director and a fully completed application form. Please note that CV will not be accepted nor will incomplete application forms.

Applications may be submitted by email or posted to the School.

## School Contact Details:

Kensington Park School – Senior School

40-44 Bark Place

London

W2 4AT

+44 (0)20 7616 4400

Kensington Park School – Sixth Form

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London

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