



The  
**Bulmershe  
School**  
INSPIRING POTENTIAL.  
ACHIEVING TOGETHER.



# VACANCY INFORMATION PACK

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The Bulmershe School is a heavily oversubscribed school which sits at the heart of the Woodley community. We are a mixed, [Corvus Learning Trust](#) Academy school of nearly 1,500 students, aged between 11 and 18, who come from diverse backgrounds and cultures. Our vibrant and inclusive school strives for students to be happy, self-confident and aspirational learners and thinkers. We take enormous pride in our caring reputation and anyone who joins our team should be committed to achieving high levels of responsibility, mutual respect and resilience within the safe and nurturing environment of our school community.

When a child begins their journey with us it is our priority to secure them the best possible start. We achieve this by providing excellence in their academic studies, pastoral care and in the diverse and enriching opportunities provided outside the classroom. We have the highest expectations of all our students across each aspect of school life and we work hard to develop these values in every student:

RESPECT



RESPONSIBILITY



RESILIENCE



SAFETY

Our core values are embedded throughout school life and serve as a reminder to how we expect all of our community, staff and students to conduct themselves throughout their time at The Bulmershe School, in order to be the best version of themselves.

We understand that it is great teachers combined with great support staff that results in students who excel. Our invaluable team of support staff are equally responsible for the welfare and development of our learners and hold the key to the effective running of our school. They provide a wealth of knowledge, skills and experience that benefits the whole school community.

We recognise that a school's success is not based solely on its academic achievements and we provide a means for our students and staff to explore other interests, develop new skills and strengthen friendships. During the last 6 years, we have seen significant investment in the school campus. We are proud of our 400 seat, fully-equipped auditorium, supporting the schools thriving performing arts faculty and the wider community with this modern multi-use venue. Recently the school completed £600,000 worth of refurbishment around the site and Wokingham Borough Council opened its £14 million leisure centre on the school campus. The leisure centre includes a 4-court sports hall, a 6-lane swimming pool and a teaching pool with a moveable floor. The Bulmershe School has exclusive use of this outstanding facility during the school day and during our after-school extra-curriculum timetable.

We believe that The Bulmershe is a school where you can really make a difference and we look forward to your application.

**Amanda Woodfin**  
Headteacher





## Key Information

Permanent

37 Hours per week

Grade 6 Salary: SCP 18-24

£31,537 - £35,413 (Depending on experience)

# CURRENT OPPORTUNITY: FACILITIES MANAGER

Are you a proactive and skilled professional looking for a rewarding role at the heart of a vibrant community? We are looking for a dedicated School Facilities Manager to join our team and ensure our school remains a safe, welcoming and inspiring place for students to thrive.

## About the Role

As the School Facilities Manager, your impact on student life is immense. You are the person who ensures the school functions safely and effectively on a daily basis. By maintaining our grounds, overseeing repairs and managing the site team, you create the foundation upon which our academic success is built. You will be responsible for everything from health and safety compliance to the management of lettings, ensuring our facilities are fit for purpose for both our students and the wider Woodley community.

## Who You Will Work With

You will report directly to the School Business Manager and work closely with our Headteacher to develop site improvements. You will lead and manage our team of site controllers, liaise with cleaning staff and monitor external contractors on site.

## Key Areas of Responsibility

### Caretaking and Site Presentation

- Act as a principal key holder, opening and closing the school daily and attending emergency call outs as necessary.
- Undertake physical work both indoors and outdoors, including moving and lifting heavy objects, sweeping playgrounds, non routine cleaning and gardening.
- Set up for curricular events, community use and other school events as required.
- Manage deliveries, ensuring notes are passed to the correct staff and items are moved to the appropriate place in a timely manner.
- Ensure the school premises are presented to a high standard, including emptying litter bins and ensuring the school is litter free.
- Oversee the maintenance of the school minibus and synchronise school clocks and time switches.



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# CURRENT OPPORTUNITY: FACILITIES MANAGER

## Maintenance and Asset Management

- Undertake minor repairs and maintenance to fixtures, fittings, furniture and decoration.
- Identify and report major maintenance issues that require external contractors via the Expansive FM system.
- Guide and support contractors on site, ensuring all work is carried out safely and to a high standard.
- Monitor warranties, service agreements and scheduled works to ensure timely action is taken.
- Keep school systems up to date with maintenance activities and asset records.

## Health, Safety and Compliance

- Act as the Health and Safety Officer for the school, carrying out and logging regular statutory checks.
- Ensure risk assessments and safe working procedures are in place, followed and regularly reviewed.
- Manage school security, including the activation of intruder alarms and ensuring all entry points are working effectively.
- Conduct fire alarm tests and fulfil all health and safety related training.
- Work with the School Business Manager to develop and recommend changes to the Health and Safety Policy.
- Report any hazards, illnesses or injuries in accordance with school policy and provide feedback on site inspections.

## Facilities Improvement and Lettings

- Develop a scheme of continual site improvements under the direction of the School Business Manager and Headteacher.
- Assist in the preparation of site governor reports and manage facilities development.
- Act on directives concerning letting procedures and provide assistance to hirers when requested to be on site.

## Essential Skills and Experience

- Level 2 qualifications (GCSE Maths and English at Grade 4) or equivalent.
- Significant experience of premises management, building cleaning or building management.
- Strong knowledge of security systems, Health and Safety procedures and COSHH regulations.
- Excellent DIY skills with the ability to carry out general repairs and decorate.
- Physical ability to carry out heavy lifting and manual handling tasks on a daily basis.
- Basic IT skills to manage maintenance logs and communication.

## Desirable Skills and Experience

- Facilities Management, IOSH, NEBOSH or First Aid at Work qualifications.
- Specific training in Manual Handling, Fire Warden duties or Working at Heights.
- Professional IT literacy, specifically with Google Workspace.
- Experience in the use of commercial site maintenance equipment and specialist tools.



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## **CURRENT OPPORTUNITY: FACILITIES MANAGER**

### **Summary of Other Clauses**

Responsibilities are subject to the general duties contained in the Statement of Conditions of Employment. The postholder is expected to be diligent, honest and ethical, conducting their personal and professional life to the highest standard to sustain public confidence. This job description does not form part of the contract of employment and is not a comprehensive definition of the post; duties may vary over time according to the needs of the school or Trust following consultation.

You are expected to take reasonable care of your own health and safety, be mindful of the safety of others and appropriately report any hazards, illnesses or injuries in accordance with our Health and Safety Policy. The postholder must participate in workplace learning to continually improve performance and must maintain strict confidentiality regarding all sensitive school matters as set out in the terms and conditions of employment.


### **The Ideal Candidate Would**

- Be a resilient, positive and flexible team player who can use their initiative to solve problems.
- Be a relational leader who can communicate clearly with students, staff, parents and contractors.
- Be committed to professional growth, including a willingness to work towards a Facilities Services Operative Level 2 or further Health and Safety qualifications.
- Possess a conscientious attitude toward safeguarding and the welfare of our school community.
- Demonstrate an open-minded approach to new ideas, a focus on facts and reason and a commitment to valuing collective goals over individual ego.
- Be willing to share ideas early and honestly while embracing constructive disagreement.

### **How to Apply**

1. If you'd like to find out more about role and the school – call: 0118 935 3353 to arrange to meet us for coffee and a chat
2. Ready to apply? Please complete our application form (CVs will not be accepted)
3. Email your application to the Assistant School Business Manager, Mrs Bagley-Kelly:  
[vbagley@bulmershe.wokingham.sch.uk](mailto:vbagley@bulmershe.wokingham.sch.uk)

*The Bulmershe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references. Note: 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. Click to view our [Safeguarding and Child Protection Policy](#).*



*The Bulmershe School is committed to the individual and making sure their potential is reached.*

Parent

# WHY JOIN THE BULMERSHE SCHOOL?

## Community

- A supportive staff body
- Caring and nurturing environment
- A place where you can really make a difference
- Goals football centre and recently redeveloped fitness centre on campus – The Bulmershe Leisure centre next door offers gym, fitness classes and swimming pool open from 6am (PAYG or subscription)
- Short walk away from Woodley town centre and shops
- Workplace pension with employer contributions and free life insurance
- Option to join Beneden Private Healthcare membership scheme
- Access to financial advice and support

## Leadership

- Supportive and knowledgeable governing body
- Visible and available leadership team
- Coaching culture and collaborative working
- A clearly communicated whole-school vision

## Development

- Commitment to grow and develop all staff
- A culture based on the best evidence-informed development, to help you be the best you can be
- Networks and learning opportunities with other schools
- Encouragement to pursue your own development interests

## Challenge

- A diverse student body with individual needs
- Rewarding working environment
- Commitment to our core values which should be modelled by all staff



### SUBSIDISED CANTEEN

Hot main meals and quick snacks, sandwiches and a salad bar available each day, or order an evening meal using the popular takeaway service



### FREE FLU VACCINATION

Free flu jabs administered annually on site



### EYE CARE

Cost of eye tests and glasses fully refunded if results indicate prescription is required for display screen equipment use while at work



### FREE PARKING

Free, on site parking in a secure car park

*A clear vision and sense of purpose ... school leaders track the progress of students carefully to ensure they meet challenging targets*

Parent

*Our experience of the staff is that they deeply care and go the extra mile for students in their care. I am so pleased my daughter will be following in my son's footsteps and joining The Bulmershe School this September*

Parent



## WHEN YOU JOIN OUR TEAM:

We have a strong and committed team who work closely with students to develop their interests and achieve their potential. We strongly believe in achieving together and encourage all of our parents to maintain regular contact with the school so that everyone shares the same aim. If you join our Bulmershe staff body you will find we work very much as a team and discover that our ethos of supporting each other comes naturally.

Outside of school, our active Staff Wellness team will cater for your social needs with regular activities and get togethers to ensure everyone feels welcomed and cared for. Ultimately, we believe that when our staff feel supported, trained and included they will be at their most engaged and productive. And that excellence within our support staff teams will lead to happy support staff, happy and motivated teachers and happy children and young people

We hope that this is an environment that appeals to you and we look forward to receiving your application to join our team.



### STAFF WELLBEING

Mental Health First Aiders  
Regular staff events  
Free hot meals for INSET and  
parents' evening  
Active Staff Voice



### ON-HAND SUPPORT

Access to our 24 hour Employee Assistance Programme hotline for confidential advice and support on any subject



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