



## **Facilities Manager**

Permanent, full time  
To start as soon as available

Grade 7, level 1-4 (£30,520 to £32,681 p.a.) plus allowances (adding over £2,000 p.a. to the gross, basic pay)

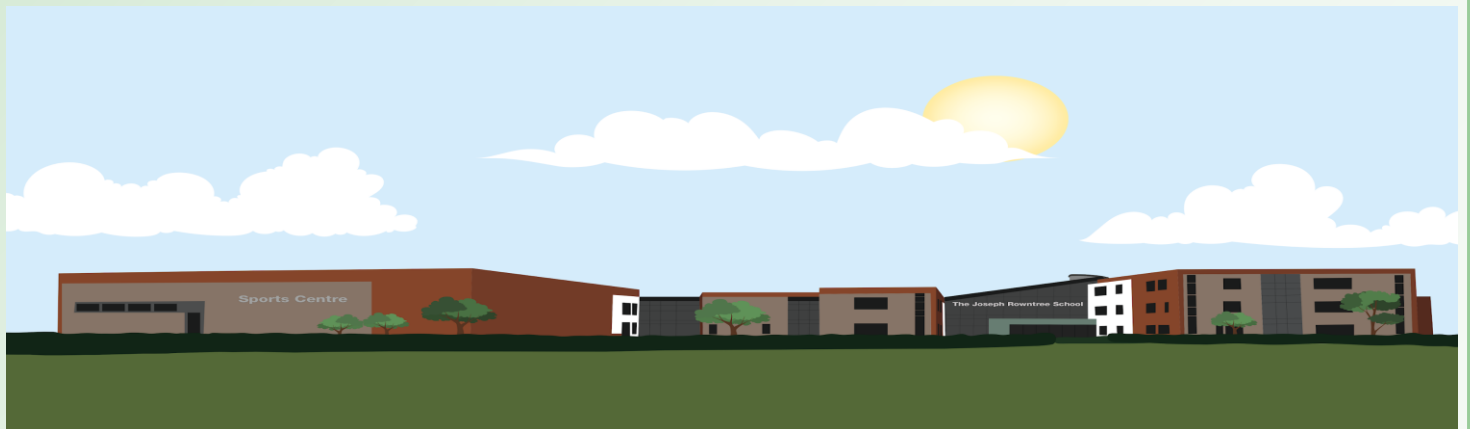
Enrolment into the Local Government Pension Scheme.

37 hours per week, 52 weeks per year, 3 weekly shift working pattern (early/late/flexi) covering the operating hours of the building (Monday to Friday 6.30am - 9.30pm)

**Closing Date: Sunday 26 January 2025 at midnight**

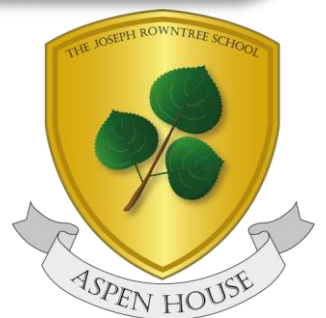
School website - [www.josephrowntreeschool.co.uk](http://www.josephrowntreeschool.co.uk)

School email - [contact@josephrowntreeschool.co.uk](mailto:contact@josephrowntreeschool.co.uk)





The  
**Joseph  
Rowntree School**  
the right school to grow in



Dear Prospective Applicant

Welcome to the Joseph Rowntree School. Please read the information about the school contained in this letter prior to completing your application.

### **General Information**

We are a successful 11-18 comprehensive school of 1275 students, with 170 students in the sixth form. Our modern buildings and state of the art facilities provide an excellent learning environment and our talented and dedicated team of staff are wholly committed to the school and its students. We offer a broad curriculum which enables students to develop knowledge and skills that lead to important qualifications and the nurturing of talents.

Our extensive range of extra-curricular activities develops skills, interests, relationships and an enjoyment of school life. We are a school community where students are happy, safe and develop into well-rounded individuals. Integral to our focus on achievement and creativity, is a strong guidance and pastoral care system; this ensures that students are valued and supported well.

In October 2022, the school was judged to be 'Good' by Ofsted. We were pleased that Ofsted reported so positively on many aspects of the work we do with our students, particularly how well they are supported in school, the ambitious curriculum they access and how they feel safe and happy here. We are proud of our successes but are ambitious for the future. We continue to strive to develop the very best education for our students

### **Origins**

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

### **Grounds and Buildings**

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities.

### **The Educational Context**

The school is part of the City of York Councils education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents/carers. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools.

### **Our Students**

Our students are of above average ability with many from higher socio-economic groups. That said, we are fully comprehensive and proud of it. Approximately 16% of students receive free school meals (26% disadvantaged) and there are 202 on the SEN register (EHCP, M & K), 49 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hardworking and well motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential.

## **Our Staff**

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Our staff work hard and there is a genuine commitment to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school.

## **Organisation**

The school's academic structure is based on departments. Guidance and welfare is based on a Year Group system. There is a great emphasis placed on teamwork and collaborative working at all levels. Leaders are expected to provide leadership, support and challenge to their teams. The Governing Body provide excellent support whilst challenging us effectively. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads and a School Business Manager. We have high standards and expect colleagues to meet these, regardless of which role they play in school.

## **Curriculum**

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra-curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. We continue to value all subjects equally, notwithstanding a particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have had an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible, in order to match their needs.

## **In Conclusion**

The Joseph Rowntree School is a hard-working school community with a high level of cohesion and mutual support. We have high expectations of our students, both in terms of their behaviour and their studies. Our students are treated with respect and care and are expected to treat their staff the same in return. Relationships are good.

We always seek to appoint highly skilled and reflective members of staff. You will need to be enthusiastic, hardworking and committed to delivering high standards in your role. You should like and understand children and be prepared to go the extra mile to help them succeed.

## **Application information**

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. Please email your completed application to Rachel Walton, Headteachers P.A./Senior HR Administrator - [raw@josephrowntreeschool.co.uk](mailto:raw@josephrowntreeschool.co.uk).

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Further information about the school is available on our website at [www.josephrowntree.co.uk](http://www.josephrowntree.co.uk)

Thank you for the interest you have shown in The Joseph Rowntree School.

David Hewitt

Headteacher

## **Important Information**

### **Shortlisting**

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates.**

### **Selection Process**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

### **Validation of Qualifications and Identity**

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

### **Right to Work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

### **Disclosure & Barring Service**

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

### **Safeguarding**

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above)

School Policies can be found on our School website or by following the link below. The School's Child Protection Policy should be read by candidates who are intending on applying for a post at The Joseph Rowntree School.

[https://www.josephrowntree.co.uk/docs/school\\_policies/Child\\_Protection\\_and\\_Safeguarding\\_Policy.pdf](https://www.josephrowntree.co.uk/docs/school_policies/Child_Protection_and_Safeguarding_Policy.pdf)

## **Medical Assessment**

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

## **References**

It is important that you give details for valid referees otherwise there may be a delay in confirming your appointment, should you be successful.

Please ensure that you provide the full details for two people who can comment on your suitability for the post. These people should be:

1. Your present employer, one of which should be your current Headteacher, or, if unemployed, your last employer, including your last Headteacher; AND
2. Your former employer i.e. your employer prior to your present or last employer; OR
3. If you haven't been employed before or you have only one former employer, you may use, if they consent, the details of:
  - (a) Your current or former teacher, lecturer or tutor
  - (b) Some other person of a "profession" who can comment on your suitability for the role e.g. policeman, doctor, solicitor etc.

You cannot use a family member or a friend as a referee. This applies even if you work for a family member.

All referees must be over 18 years old.

Please seek an alternative referee if you cannot comply with the above requirements. Contact us if you are unsure.

References may be taken up prior to interview for posts within schools. If you have any objection to references being taken up at this point please make the Recruiting Manager aware of this.

Confirmation of the offer of employment will be subject to satisfactory pre-employment checks including references.

## **Induction and Continuous Professional Development**

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.


## **Dress Code**

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

## **School Policies**

All school policies are available on our website or upon written request.

<https://www.josephrowntree.co.uk/Policies/>

		<b>JOB DESCRIPTION</b>		<b>Form</b> JD1	
<b>JOB TITLE:</b> Facilities Manager			<b>Post Number:</b> 1100DPT & 1100DPW		
<b>REPORTS TO</b> (Job Title):			School Business Manager (SBM)		
<b>DEPARTMENT:</b> The Joseph Rowntree school			<b>GRADE:</b> 7		
<b>JE REF:</b>		3626 B00895		<b>PANEL DATE:</b> 01/03/2016	
<b>1. MAIN PURPOSE OF JOB</b> <ul style="list-style-type: none"> <li>• To be responsible to the School Business Manager (SBM) for a range of duties relating to the security, management, development and monitoring of the school site including the management and supervision of contractors on site.</li> <li>• To lead the Joseph Rowntree School Site and Cleaning teams to ensure that the school premises are maintained and developed to the highest possible standard, ensuring that the above responsibilities are carried out efficiently and effectively.</li> <li>• Overseeing the Lettings of the school facilities ensuring they are managed effectively and do not impact on the presentation, assets or security of the school.</li> <li>• To ensure that a safe working environment is maintained for all users of the facilities.</li> </ul>					
<b>2. CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>					
<b>Security</b>					
i.		To ensure the school is unlocked and ready for use each day and for community use outside school hours, and that areas are secured when not in use.			
ii.		To ensure that access to specific areas is available to contractors, outside of normal hours as directed by the Head teacher or SBM.			
iii.		To be accountable for the security of the premises at all times, working with other Site Management staff to ensure security procedures are followed (including operation of fire and intruder alarms and to act as a key holder on an agreed response system).			
iv.		To operate and manage the school's CCTV system, preparing digital recordings (when necessary) for police / SLT investigation.			
<b>Management</b>					
i.		Operational, financial and stock management, administration, organisation and planning of daily site maintenance, security and cleaning routines within budget constraints.			
ii.		Manage and monitor standards, processes, training and systems to ensure the awareness of, and adherence to, current Health & Safety legislation and approved codes of practice e.g. CYC Safety Management Systems, by all site management and contractor staff.			
iii.		Monitoring of and liaison with colleagues working for both the Local Authority (CYC) and all other contractors /relevant individuals re: all matters related to the maintenance of the site.			
iv.		To direct contractors to specified work and to monitor their progress and quality of work undertaken, reporting on the standard and completion of all work.			

v.	Plan and direct (through supervisors/assistants where appropriate) the work of site management and cleaning teams.
vi.	To carry out performance reviews of site management and cleaning staff as directed.
vii.	Formulate and maintain an up to date library of plans, servicing schedules and other data relating to the site and its infrastructure.
viii.	Ensure all records related to the site and its maintenance are identified, maintained and accessible whenever required, including for audits, fire risk assessments, monitoring visits, COSHH and other H&S checks, contract management and all checks related to the annual Site Care Plan
<b>Health &amp; Safety</b>	
i.	Proper and timely assessment of risks to health & safety, implementation of control measures and arrangements identified as necessary from assessments (e.g. PAT testing and COSHH records maintenance). Completion of Health & Safety Workplace Inspections and subsequent actions, where appropriate, working in tandem with the Health and Safety Officer (if relevant) or by bringing in external experts to advise.
ii.	To ensure the site satisfies health, safety and welfare requirements e.g. ventilation, temperature, lighting, sanitary, washing and rest facilities.
iii.	To make sure that all fire safety regulations are adhered to, e.g. testing of fire equipment, alarm systems, emergency lighting, sprinkler systems and following the rules for evacuating the buildings and grounds.
iv.	To be responsible for maintaining a safe site during adverse weather conditions, as directed by risk assessment. This may include salting, gritting and clearing of snow, etc.
v.	To supervise and undertake when required testing, repairs and maintenance of all portable electrical appliances according to the required level of competence. Compiling and updating database of all tests.
vi.	Responsible for the preparation and presentation of all necessary information/data for Health & Safety meetings as required by the Health and Safety Officer and/or the SBM.
<b>Lettings</b>	
i.	To be responsible for all external lettings of school premises in liaison with the SBM including giving access to directed users. Compilation of costings for quotations.
ii.	To be part of an agreed shift system with other Site Management staff to ensure access for pre-planned activities which take place during the evening or at weekends, e.g. Parents Evenings, Open Evenings, External hires, etc. Ensuring all cleaning responsibilities for such events are undertaken as required.
iii.	Responsible for the layout/removal of furniture and equipment as required for meetings and other events.
iv.	To secure buildings after use.
<b>Routine Tasks</b>	
i.	To be responsible for the general appearance of the site including removal of litter and graffiti, as necessary.
ii.	To respond to all defect reports and put into action such remedial works as are necessary working within Health & Safety parameters with regard to specific trade skills within the team.
iii.	To deal with faults, repair fittings, decoration, building or plumbing repairs and electrical equipment as necessary and within the scope of the post.

	iv.	Prioritise, cost and respond to requests for minor improvements works; Identify and communicate own suggestions for minor works; Cost all works to ensure they represent value for money.
	ix.	To seek quotes/estimates/tenders from recognised contractors for all repairs and development work in order to meet the standards set out by Schools Financial Value Standard (SFVS) and in line with CYC financial guidelines.
	x.	To complete all necessary paperwork associated with orders and to check relevant invoices, checking deliveries and distributing to departments.
	v.	To carry out emergency cleaning tasks, to include the removal of bodily fluids/excretions.
	vi.	To be responsible for the setting out of areas of the school for specified use and to work as part of the team to ensure that any such work is carried out promptly.
	vii.	To manage a programme of planned and preventative maintenance contracts in liaison with the SBM and relevant CYC staff if applicable.
	viii.	To be first point of contact for external security providers. Responding to emergency call outs on an agreed response system with other site staff and in liaison with any external key holders.
	xi.	To manage and monitor the use and maintenance of the school's minibus and/or other vehicles.
	xii.	To liaise with the SBM and Headteacher on development projects and to co-ordinate these with regard for routine maintenance. This will require attendance at some meetings of planning groups and/or meetings between SLT and architects, LA Officers, contractors etc.
	<b>Training</b>	
	i.	To be willing to undertake all relevant in service training as required and to ensure that all relevant skills/qualifications are kept up to date across all teams for which this post has responsibility.
	ii.	Responsible for training and development of site management and cleaning staff to ensure currency of their fitness for role.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>  <b>No. reporting - Direct:</b>  Manages or supervises other support staff – usually up to 5 staff  <b>Indirect:</b> Contact with contractors in respect of access, security, progress against their contract/programme of work and general conduct whilst on site. Ensuring they are aware and observe site health & safety and safeguarding regulations.	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b>  The work is generally covered by guidelines and policies but does require the postholder to be involved in the improvement of systems and the development of procedures within their areas of responsibility. Taking initiative and sound decision making to resolve problems, sometimes in emergency situations, is paramount.	

<p>5.</p>	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>· <b>Internal</b></li> </ul> <p>Comes into regular contact with cleaning staff and other staff. Most issues will usually be on well-established matters.</p> <ul style="list-style-type: none"> <li>· <b>External</b></li> </ul> <p>Comes into contact with suppliers and contractors, education, planning and building professionals, parents, Governors, members of the public, the Fire Service and Police service.</p> <p>Most of the relationships are straightforward although there may be a need for the postholder to negotiate with contractors over site access, balancing the need to minimise disruption to school activities whilst still allowing building projects to progress according to the programme.</p>
<p>6.</p>	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p><b>Discretion</b></p> <p>Makes decisions about the day to day running of the school premises within clearly defined procedures. Many decisions are dictated or influenced by risk assessment, Health and Safety legislation and school protocols, but can, on occasion be dictated by circumstances so a level of judgement is required.</p> <p><b>Consequences</b></p> <p>Ensures the efficient operation of the school site with minimal disruption to the provision of education. Also ensures that the premises are available for hire if required which may provide additional income for the school.</p>
<p>7.</p>	<p><b>RESOURCES – financial &amp; equipment</b></p> <p>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</p> <p>Keyholder responsible for the proper use and safekeeping of school buildings and grounds, plant and machinery, and school vehicles.</p>
<p>8.</p>	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b></p> <p>The work is subject to change and interruption.</p> <p><b>Physical demands</b></p> <p>Work requires normal physical effort with periods of substantial effort involved in the maintenance of the entire site.</p> <p><b>Working conditions</b></p> <p>Work involves significant elements of inside or outside work involving some exposure to unpleasant or difficult surroundings e.g. ladder/scaffolding tower work, boiler house, drains etc.</p> <p><b>Work context</b></p> <p>May involve contact with potentially hazardous substances e.g. chemicals, hypodermic needles but training and protective equipment is given where appropriate.</p>

**9. KNOWLEDGE & SKILLS**

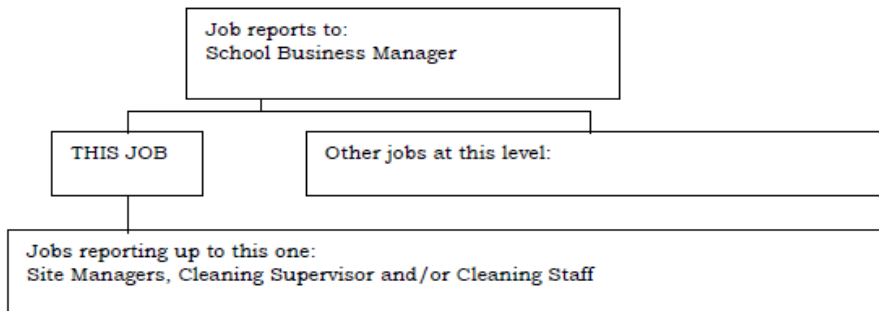
The post holder needs a good level of practical skills in the following areas:

- Buildings and grounds maintenance
- I.T. to include spreadsheets, databases.
- A broad understanding of Health & Safety issues/legislation
- Safe use of ladders and platforms
- Manual handling techniques
- Fire safety measures
- Security issues
- Safe use of power tools
- Boiler maintenance
- Locksmith techniques
- Cleaning and maintenance of floor coverings and use of specialist equipment
- Needs expert knowledge and skills when undertaking professional trade jobs e.g. plumbing, welding, basic electrical work, etc.

Needs to have a good awareness and knowledge of:

- Safe disposal of sharps
- COSHH issues
- Electrical safety
- CYC procurement /contractor lists
- Waste disposal procedures
- School protocols, policies and procedures

**10. Position of Job in Organisation Structure**



# THE JOSEPH ROWNTREE SCHOOL



## School Ethos and Values

- **R**espect all members of our community
- **O**vercome obstacles to success
- **W**ork together collaboratively
- **N**urture talent
- **T**each and learn through inspiration
- **R**ecognise excellence
- **E**mbrace diversity
- **E**ncourage wellbeing