



Estates and Projects Manager

Queen Mary's High School

Required as soon as possible

Permanent, Full Time

NJC Pay Scale, Grade 7 (SCP 22-27)

APPLICATION PACK

Queen Mary's High School
Upper Forster Street
Walsall
West Midlands
WS4 2AE

Telephone: 01922 721013
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Email: qmarys@qmhs.merciantrust.org.uk
Associate Head Teacher: Mrs N Daniel
Chair of Governors: Mr T Normanton

WELCOME TO QUEEN MARY'S HIGH SCHOOL

October 2023

Dear Applicant,

Vacancy for the role of Estates and Projects Manager

I would like to thank you for taking the time to find out more about this important role at Queen Mary's High School. Queen Mary's High School is an Outstanding (Ofsted, 2021), oversubscribed selective girls' grammar school; we are co-educational in our sixth form provision.

We are looking to appoint a dynamic, reliable and efficient Estates and Projects Manager. The successful candidate will report to the Head Teacher and work closely with the site, administration and senior leadership teams. The successful candidate will have strong organisational skills, good communication, an eye for detail with the ability to work on their own initiative and have a positive and proactive approach. Previous experience in a school setting is desirable although not essential.

Queen Mary's High School is a vibrant and diverse community, an extremely rewarding place to work and our students are truly exceptional. We have a dedicated, expert, and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement. We are a school that is immensely proud of our commitment to wider and individualised student support that aims to empower all students to achieve their academic potential.

At Queen Mary's High School, we are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged, and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff. If you are like us, passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

I very much look forward to hearing from you.



Mrs N Daniel
Associate Head Teacher

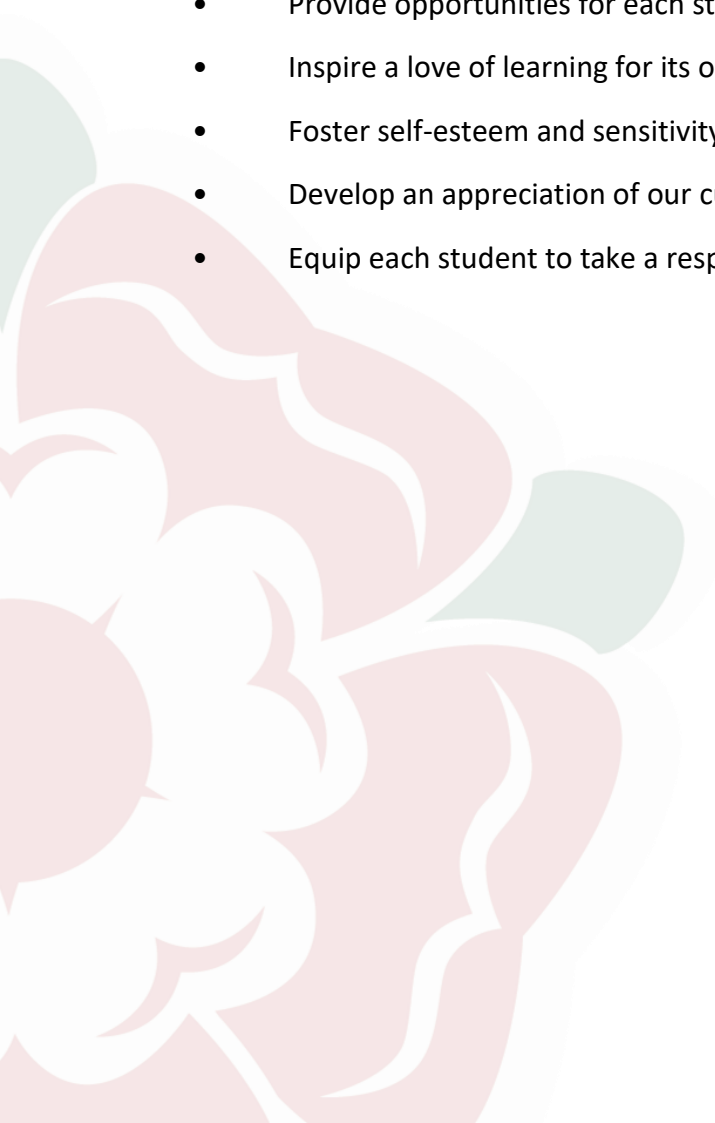
THE SCHOOL

Queen Mary's High School is an 11 to 18 selective girls' grammar school with approximately 920 students. This number is set to rise to in excess of 990 by 2025 due to an increase in PAN from 120 to 150 in 2019. There are a small number of male students in the sixth form.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 28% with the aim of this rising to 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we:

- Provide opportunities for each student to achieve the highest possible standards
 - Inspire a love of learning for its own sake
 - Foster self-esteem and sensitivity to the needs of others
 - Develop an appreciation of our cultural heritage
 - Equip each student to take a responsible place in society
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THE TRUST

The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.


The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust and Q3 family of schools are:

- Aldridge School
 - Queen Mary's Grammar School
 - **Queen Mary's High School**
 - Shire Oak Academy
 - The Ladder School
 - Walsall Studio School
 - Q3 Academy Great Barr
 - Q3 Academy Langley
 - Q3 Academy Tipton
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THE ROLE: ESTATES AND PROJECTS MANAGER

Job Purpose

- Take a lead role in ensuring high quality provision of premises management.
- The post holder will manage all aspects of the school's properties including upkeep, care, maintenance, security, health and safety and facility management in line with statutory and regulatory requirements.
- The post holder will undertake the management of refurbishments, expansions and other building advancements and support developing, procuring, and implementing building projects.
- The post holder will proactively manage risk, including up to date risk assessments are in place and key information and training is disseminated to staff to ensure they are aware of their responsibilities in these areas.

General Duties

- Provide efficient and effective site support to ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.
- Observe safe working practices in carrying out their required duties and to ensure that instructions specified by the Trust, technical consultants, contractors and manufacturers are adhered to.

Premises Management

- Work alongside the school's Senior Leadership Team to strategically plan development projects.
- Develop and implement building projects and other significant school development projects.
- Project manage authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications and safety.
- Develop and implement a planned maintenance programme for the school's estate and assets to ensure mandatory compliance is achieved.
- Ensure that school buildings are cleaned to a high standard and act as the main point of contact for the outsourced cleaning contractor, ensuring specification criteria is achieved.
- Ensure that the school grounds are suitably maintained and safe to use.
- Oversee the work of site staff, leading on prioritisation tasks and day to day deployment of the post holders.
- Liaise with and manage as required all contractors on site.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with Trust procurement regulations and the delivery of high quality and cost-efficient services, in line with contract specifications.
- Responsible for the Building Management System (BMS).
- Develop, implement and maintain auditable records for asset maintenance, including records of inspections, maintenance requests, repairs and costs.

- Line management and day to day supervision of the site team and other members of the Associate Staff body including the appraisal process, absences and leave of absence requests.
- Act as the point of contact for the school's catering provision.

Health & Safety

- As the designated 'competent person' for site specific Health and Safety, to ensure that the relevant legislation and good practices are continually observed.
- Ensure general and specific risk assessments including statutory and non-statutory testing and inspections are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.
- Assist in the development, implementation, audit and review of the school Health & Safety management systems, and provide advice to ensure that students, staff and visitors are provided with facilities that are safe and fit for purpose.
- Organise and lead the school's health and safety committee meetings.
- Ensure that buildings are safe and secure at all times and adhere to health and safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors.
- Lead and manage all site and premises security. Assess security to ensure that appropriate responsive arrangements are developed and implemented to achieve comprehensive, safe, secure and appropriate access at all times.
- Ensure the Health and Safety Policy local arrangements are updated and implemented at all times.
- Undertake Health and Safety Training/qualifications and First Aid at Work Qualification as required. Deal with first aid incidents according to the First Aid Policy.
- Organise the training of school first aiders and ensure accurate training records are maintained.
- Act as a fire marshal in the event of a fire alarm.
- Carry out the required checks to enable the identification and reporting of hazards and risks.
- Ensure that accidents are accurately reported in accordance with school guidelines and support any further investigation as required.

Budgets and Reporting

- Responsibilities for the development and management of the relevant budgets, ensuring all are expended in accordance with the requirements of Trust Financial Regulations.
- Assist with the procurement of estates contracts ensuring that value for money is achieved via competitive tender in compliance with the Trust Procurement Policy.
- Ensuring that purchase orders for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
- Preparing reports for line management and relevant external organisations in all areas relating to the role, as required.

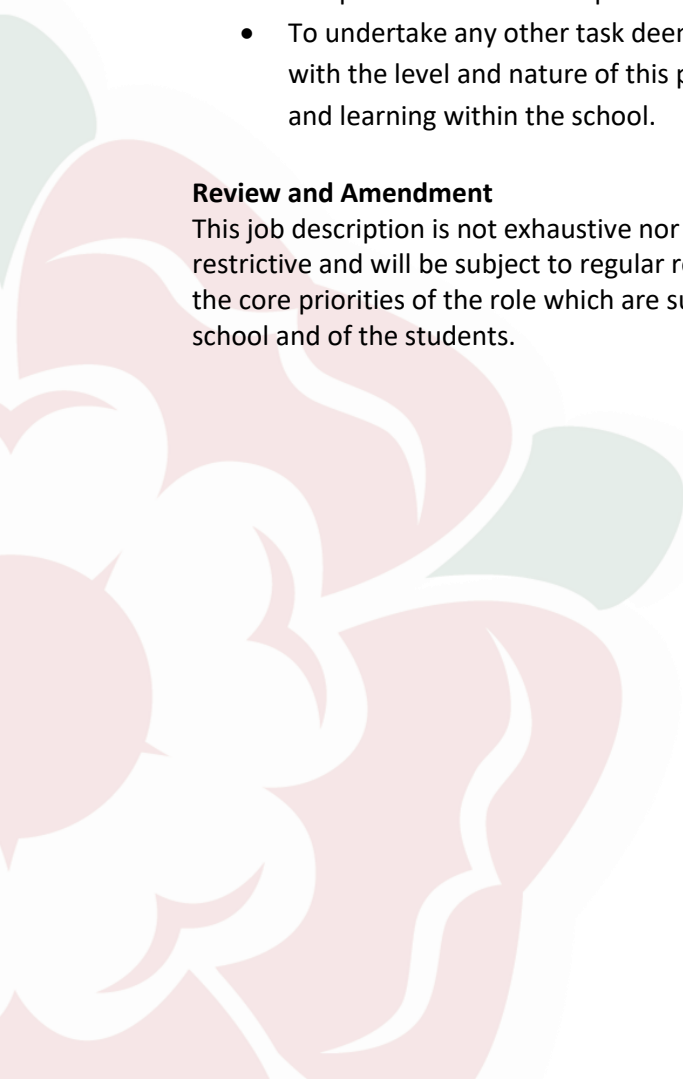
- Making recommendations when setting the budget in consideration to the requirements for premises management.

Additional Duties

- Organise on site hospitality and oversee the effective preparation for and delivery of school events such as open events, whole school photographs, Prize Giving, parents' evenings, inspections, Governor meetings, etc.
- Assist with the arrangements for the Entrance Test where required.
- Support and maintain collaborative, productive working relationships with Trust staff and professionals from outside agencies.
- Take responsibility in developing your own continuing professional development.
- Undertake any other duties commensurate with the post as allocated by your line manager or a member of the Leadership Team.
- Remain punctual at all times and be responsible for your own time management.
- Adhere to policy in respect of Child Protection, Safeguarding Matters and Social, Emotional and Mental Health awareness.
- Attend and participate in relevant meetings as required, within normal contractual hours and sometimes beyond these hours as prior agreed with your Line Manager.
- This job description will be reviewed and may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to support and encourage the school's ethos, values, objectives, policies and procedures as agreed by the Trust Board.
- The post holder will be expected to undertake training relevant to their role.
- To undertake any other task deemed necessary by the Head Teacher that is commensurate with the level and nature of this post to help support administration, pastoral care, teaching and learning within the school.

Review and Amendment

This job description is not exhaustive nor exclusive; it should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.



PERSON SPECIFICATION

	Essential	Desirable	Assessed
Qualifications			
IOSHH qualification		✓	A
A*-C grade in English and Maths at GCSE Level or equivalent experience of key skills application.	✓		A
Post-16 qualifications, a degree or other higher education equivalent.		✓	A
A commitment to personal and professional development.	✓		A
Experience, Practice and Abilities			
Experience in an estates and facilities management role.	✓		A, I, R
Experience of using a Building Management System (BMS).	✓		A, I, R
Experience of working in an educational setting.		✓	A, I, R
Experience of formulating and managing planned maintenance activities.	✓		A, I, R
Experience of managing contractors.	✓		A, I, R
Experience of liaison with senior managers and external stakeholders.	✓		A, I, R
Experience of working with CDM.		✓	A, I, R
Experience of leading and developing a team.		✓	A, I, R
Experience of developing staff through Continuous Professional Development and coaching.		✓	A, I, R
Ability to deliver complex projects on time, within budget and to the quality required.	✓		A, I, R
Ability to persuade, motivate, negotiate and influence	✓		A, I, R
Ability to take responsibility for self and be accountable for own actions.	✓		A, I, R
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓		A, I, R
Knowledge and Skills			
Knowledge and understanding of a range of service sectors within a MAT.		✓	A, I, R
Knowledge of procurement and budget management.	✓		A, I, R
Knowledge of Health & Safety regulations relating to Estates function.	✓		A, I, R
Strong IT and administrative skills, including compliance related record keeping.	✓		A, I, R
Effective and systematic approach to project and estates management.	✓		A, I, R
Strong written and verbal communication skills.	✓		A, I, R

Values and Attributes			
Motivated, proactive and positive with an energetic approach to work.	✓		A, I, R
Excellent interpersonal skills and professional demeanour in all contexts.	✓		A, I, R
High standards of professionalism, confidentiality and discretion.	✓		A, I, R
A commitment to the values, vision, and wider ethos of Queen Mary's High School.	✓		A, I, R
A desire to work in a school environment to support the improved life chances of young people.	✓		A, I, R
A knowledge and understanding of safeguarding within a school setting and the commitment to safeguard and protect the welfare of children and young people.	✓		A, I, R
Strong organisational skills with the ability to prioritise, delegate effectively, meet all deadlines and remain calm under pressure.	✓		A, I, R
Strong commitment to high standards of service delivery.	✓		A, I, R
Strong attention to detail and accuracy.	✓		A, I, R
A clear sense of responsibility for their own professional learning and development and a willingness to develop expertise and undertake training programmes to support this.	✓		A, I, R
Embrace new technologies and ideas that enhance and improve administrative tasks.	✓		A, I, R
To be able to work on one's own initiative.	✓		A, I, R
Reliable with an excellent record of attendance, punctuality and flexibility when required.	✓		A, I, R
A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities.	✓		A, I, R

A = application

I = interview

R = reference

SAFEGUARDING AND SAFER RECRUITMENT

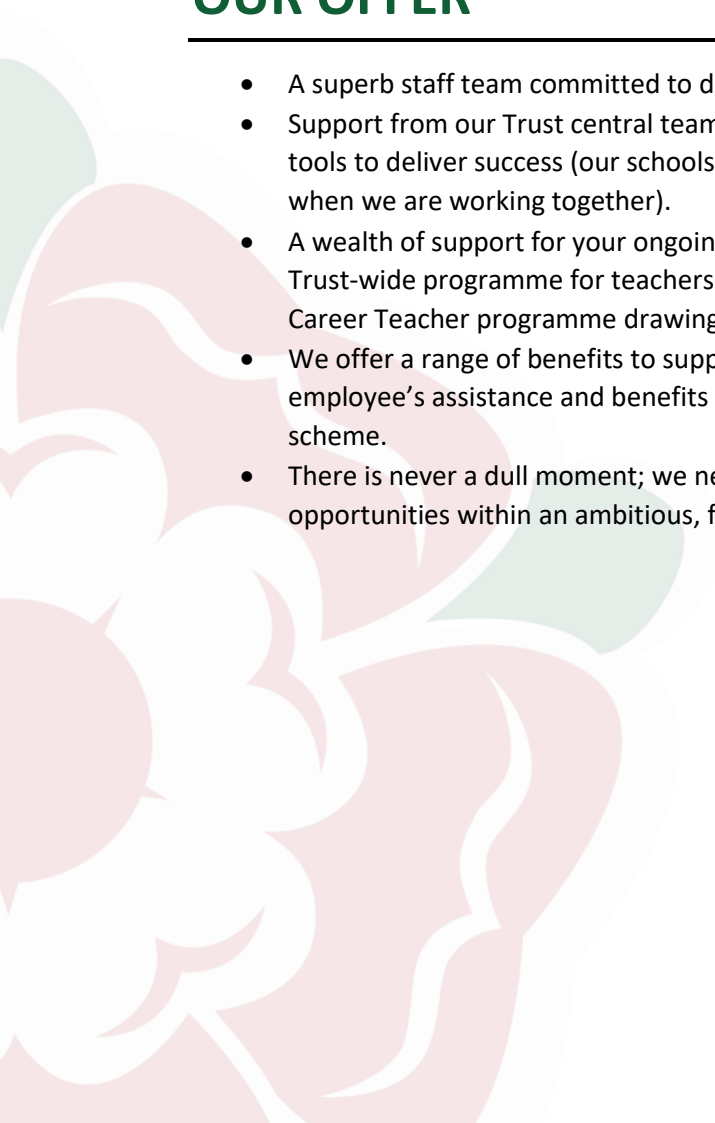
- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

OUR OFFER

- A superb staff team committed to doing their absolute best for all in our school community.
 - Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
 - A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
 - We offer a range of benefits to support our staff wellbeing including access to the employee's assistance and benefits programme, our school fitness suite and a cycle to work scheme.
 - There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.
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KEY INFORMATION – HOW TO APPLY

Post	Estates and Projects Manager
Responsible to	Head Teacher
Contract and Salary	<p>This is a full-time, permanent position working 37 hours per week Monday – Friday, year-round.</p> <p>NJC Pay Scale, Grade 7 (SCP 22-27) Actual Salary: Between £29,439 - £33,820</p>
Closing Date	<p>Thursday 16th November 2023, 9am (We reserve the right to close applications early)</p>
Interview Date	w/c 20 th November 2023
Start Date	As soon as possible
How to apply	<p>Complete and submit the Mercian Trust Associate Staff Application Form along with a supporting statement / document outlining how your experience and expertise match the requirements of the role.</p> <p>Send completed applications to Miss Tomkinson, the Head Teacher's PA, via m.tomkinson@qmhs.merciantrust.org.uk</p>

