

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Estates and Facilities Manager

Start date: Circa 1 September 2018

Applications should be made to the Finance and Resources Director, Mr Chris Hall, by Monday 21 May by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

If you have not heard from us within three weeks of the deadline, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.



Estates and Facilities Manager

Person specification:

We require a highly motivated individual to provide support to the Finance and Resources Director in the management and development of the school premises and estates. Applicants should be able to demonstrate an excellent track record in the management of people and high level interpersonal skills. The desire to support young people in their learning by ensuring the provision of an attractive and well-maintained learning environment is most important.

Line Manager: Finance and Resources Director

Direct Reports: Team of four

Salary/remuneration package:

- Salary Range: Point 36 - 40 (£32,204 - £35,836)
- Appointments will be made in the range according to qualifications, experience and skills.

Working Hours:

- 37 hours per week – half hour to be taken for lunch (unpaid)
- 08:00 – 16:00 (although actual hours can be discussed at interview)

Requirements

- Proven experience as Estates/Facilities Manager or equivalent position
- Well-versed in technical/engineering/building operations and facilities management best practices including Health & Safety legislation
- Knowledge of basic accounting and finance principles
- Excellent verbal and written communication skills
- Excellent organisational and leadership skills
- Relevant professional qualification (e.g CFM) will be an advantage

Conditions of Employment

The following responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.



Job Description

Estates and Facilities Manager

As Estates and Facilities Manager:

- Management of the school premises and estate, ensuring that facilities are maintained in a safe, clean and secure condition, and to undertake such tasks as may be necessary for effective site management.
- Assisting the F&RD and other members of the senior team in formulating the aims and objectives of the school and in establishing appropriate policies, systems and procedures through which they shall be achieved, including development of resource plans as required.
- The co-ordination of Health & Safety ensuring that regulations are followed and adhered to throughout the school.
- Providing advice, training and assistance in premises and estates related matters including current legislation and regulations.
- The line management of all premises and estates staff including their induction, training and performance management, and assisting the F&RD in the supervision of facilities contacts such as Cleaning and Catering.
- Managing and monitoring relevant budgets ensuring best value principals are followed where possible.
- Supporting and contributing to the overall ethos, work and aims of the school.
- Undertake any other duties as reasonably requested by the Headmaster



Job Description

Estates and Facilities Manager

Duties and Responsibilities

Operational

- To establish and maintain good relationships with all students, parents, colleagues, contractors, hirers and other professionals.
- To organise and monitor workloads and shifts for members of the premises and estates team, including cover for absences, and ensuring tasks are delegated appropriately.
- To support the F&RD in monitoring the effectiveness of the facilities contracts, including cleaning and catering contracts, and to liaise with contract managers as necessary.
- To act as a key-holder and to control the issuing of site keys, routine and non-routine opening as necessary. To liaise with the Lettings Team regarding the use of the school premises and facilities out of normal school hours.
- To be responsible for the maintenance and effective running of the school site, buildings and estate to a high standard.
- To ensure maintenance and functioning of the school's heating and utility systems and services and to maintain up to date location plans associated with all utilities.
- To produce and implement an ongoing annual maintenance plan which identifies and schedules service contracts and long term non-recurring, short term cyclical and preventative work.
- In liaison with the F&RD, to contribute to the premises development plan which prioritises the work required and reflects associated costs.
- Under the direction of the F&RD, to liaise with architects and surveyors and assisting in the preparation of outline specifications for alterations and improvements to the buildings.
- To ensure that all school buildings and grounds are cleaned to agreed standards and specifications for the benefit of all school users including pupils, staff and hirers.
- To arrange for the immediate removal of any graffiti and to oversee contracts relating to refuse collection and disposal of waste.
- To report to the F&RD on the progress of building and maintenance works, alterations, redecoration, and all specialised repair work.
- To organise emergency response arrangements.
- To liaise with the F&RD regarding potential school insurance claims.
- To order and maintain stocks of materials, equipment and protective clothing as required by the Premises and Estates Team.
- To co-ordinate the removal snow and other obstructions from entrances, steps, access pathways etc maintaining adequate stocks of salt and sand
- To ensure all deliveries to the school are correctly accepted, securely stored and distributed to the appropriate department.
- To prepare and update as required a list of approved contractors for repairs, maintenance and redecoration, assisting the F&RD in preparing specifications and obtaining tenders, ensuring best value.
- To be responsible for the security of the site and grounds including liaising with other stakeholders in respect to arrangements such as safeguarding requirements as per school policies and procedures.

- To co-ordinate car parking facilities on the school site.
- To ensure that all visitors to the school are clearly identifiable and recorded.
- To report any breaches of security and ensure that any resultant damage is remedied properly and promptly.
- From time to time, to undertake the transport of monies and / or escort finance staff to and from the bank or other school buildings.
- To undertake and co-ordinate various portage and administrative duties.
- To investigate and implement wherever possible ecological environment friendly solutions.
- To co-ordinate key holder and security arrangements in relation to hiring of school facilities and to ensure that accommodation for Examinations, Parents' Evenings and other school events is prepared and set out.
- To ensure, in conjunction with Headmaster and F&RD, that all Health & Safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
- To keep up to date with relevant legislation and regulations including Health & Safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.
- To ensure all associated risk assessments are carried out and completed, and action taken where necessary.
- To ensure that appropriate signs and notices are displayed.
- To notify appropriate agencies of issues and make necessary arrangements, for example pest control.
- To co-ordinate the evacuation and search of the school premises as required liaising with Headmaster and F&RD at all times.
- To manage and co-ordinate the booking, use and repair of school minibuses.
- To complete performance management reviews for premises and estates staff, to set appropriate targets and maintain attendance and training records.
- To be involved in the recruitment of premises and estates staff when required and to ensure they receive appropriate training.

Administrative / Financial

- To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- To prepare information, statistics and reports as required by the F&RD, Headmaster or Governing Body.
- To undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required.
- To input, extract and analyse information from school's database system/s relating to areas within the post holder's remit, for example the school's asset register.
- To ensure compliance within the school of data protection regulations.
- To deal with correspondence promptly and as required.
- To monitor and review relevant budgets ensuring best value principals are followed where possible.
- To ensure that financial procedures and activities are carried out as required by school policies and procedures such as taking meter readings, placing purchase orders and authorising invoices for payment.
- To assist the F&RD in negotiating service contracts and effect tendering for areas of responsibility ensuring necessary checks and documentation are obtained.
- In liaison with the F&RD, to manage the allocation and maintenance of staff accommodation.