

WELCOME

Rochdale
sixth form
college

APPLICATION PACK:

Estates Manager



OFFICIALLY OUTSTANDING



Dear Colleague,

Thank you for your interest in working at Rochdale Sixth Form College. I hope that you will find this pack useful in completing your application.

Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a Centre of excellence. The college is Ofsted outstanding, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.

The Altus Education Partnership was formed in April 2017. It is a multi-academy trust formed by the governing body of Rochdale Sixth Form College and dedicated to the improvement of education in the borough of Rochdale. The Trust's mission arose from and built upon the successes and values of the sixth form college. In short, our mission is to create a family of academies from early years to 18 that enables students in the borough to progress to an aspirational career, a fulfilling life and to make a positive contribution to society.

To work at RSFC you must aspire to be an outstanding colleague. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

We wish to appoint someone who will help us to continue to make a positive difference to the lives of young people in the borough. In return we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
Principal/CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Send your completed application form by email to recruitment@rochdalesfc.ac.uk

Deadline

The deadline for the post is **Wednesday 8th December 2021** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **Monday 13th December 2021**.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on the **Sixth Form Colleges Support** pay spine, Scale Point 23 to 28, currently £32,755 - £37,039.

Start Date

Immediate

For an Application Pack

1. Visit www.rochdalesfc.ac.uk or
2. Contact Sadia Rashid – Trust Head of HR: recruitment@rochdalesfc.ac.uk or
3. Telephone 01706 769800.

RSFC Vision, Mission, Values & Beliefs

Our Vision

We aim to be the Sixth Form College of choice for the young people of the Borough of Rochdale and aim to develop confident and articulate students, respectful and respected, capable of independent and critical thought and appropriately prepared for higher-level achievement.

Our Mission

At RSFC our central purpose is to help our students realise their academic potential. We believe every young person can succeed and we devote ourselves to improving student achievement, through high quality teaching and student support. Our young people are challenged to achieve through high expectations within a "you can do it culture". We always aim to build aspiration, to inspire and to motivate our students so they have the opportunity for greater choice in life.

Our Values and Beliefs

As a Sixth Form College and as individuals we value and champion:

Care for the Individual, Empathy and Compassion – our priority is to connect with our students, be interested in their lives and backgrounds and listen actively to what they say, treating every student in every class as an individual and continuously boosting their self-esteem and confidence, whilst showing empathy and compassion towards their needs.

Achievement, Success and Excellence – an unceasing focus to improve standards of academic achievement to better the lives of our students, and a passionate desire for their success through a culture of high expectations and aspirations.

Learning, Creativity, and Innovation – we are driven to pursue effective learning for all students and first class teaching and support by all colleagues – day in, day out.

Relationships, Collaboration and Teamwork – students and staff working together to foster a real sense of community and mutual respect. A partnership with parents/carers to ensure our 16–19-year-olds are confident and mature individuals who can become responsible and valued members of our wider society. We maintain close and meaningful partnerships with schools, other colleges, and universities to further enhance the learner journey. Relationships with our community in Rochdale will reflect our commitment to the social and economic well-being of the Borough and increase the range of opportunities for our students to become active citizens.

Inclusivity, Belonging and Respect – we embrace diversity and strongly commit to the equality of opportunity for students, staff, their friends and families and our wider community to create a sense of belonging.

Honesty, Openness and Fairness – the life of the College community is based on the values of honesty and fairness, and we commit to conducting ourselves with openness, trust, and respect for the individual.

Positivity, Enthusiasm and Fun – shown by and towards all students and staff at RSFC

The Ambition is that by the time students leave RSFC they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At RSFC we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at RSFC like their students and demonstrate this through their daily conduct and interaction

Job Description

Job Title	Estates Manager		
Reports to	Operations Manager		
Line manages	Senior Estates Officer Security Officer	Estates Officer Cleaning Supervisor	Assistant Estates Officer Cleaners
Remuneration	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The salary scale for this role is 23-28, currently £32,755 - £37,039		
Contract	Full-Time – Permanent – 37 hours per week Core hours are between 7.00 am and 7.30 pm. You will be required to work outside of these hours to support events and lettings/essential maintenance for which adequate notice, if possible, will be given.		
Start date	Immediate		

Overall Purpose of the Post

- To undertake the effective leadership of the estate including maintenance, security, cleaning and waste disposal.
- Devise and implement appropriate policies relating to estates management and develop existing estates policies
- Be the nominated Health and Safety Officer for the College and develop relevant and appropriate systems to maintain the welfare of students, staff and visitors, and minimise risk.
- To manage, develop and operate all aspects of the estate's operational management information systems function.

Key Duties

- With the support of the estate's officers, the estates manager will oversee:
 - Security including CCTV
 - The undertaking of routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary
 - Statutory checks
 - Managing the maintenance log
 - Electrical maintenance
 - Pest control
 - Utilities management
 - Waste management
 - Space utilisation

- Cleaning of the building including window cleaning
 - Purchasing
 - Health & Safety including risk assessments
 - First Aid including training and rota maintenance
 - Grounds maintenance
 - Engineering maintenance
 - Asset recording and tracking
 - Fire safety and emergency evacuation
 - Car parking
- Oversee the management of the college's critical systems and services such as:
 - Ventilation
 - Heating
 - Power
 - Hot and cold-water services
 - Drainage
- Oversee the liaison with specialist maintenance contractors for key items of equipment such as:
 - Lifts
 - Fire alarms
 - Fire Extinguishers
 - Access Control
 - CCTV system
 - Air Conditioning
 - Security Barriers
 - Boilers
- Oversee the routine testing of key systems:
 - Fire alarm
 - Emergency Lighting
 - Water temperature monitoring
 - Portable Appliance Testing

The estates manager will:

- Formulate and maintain an estates strategy
- Develop a minor reactive maintenance schedule, ensuring works are prioritised to reflect the College's immediate needs
- Develop a routine and planned maintenance to ensure the College is safe and well-maintained.
- Organise the schedule of work
- Be responsible for the recording tracking and disposal of assets belonging to the College.
- Manage and coordinate the first aid function including maintenance of the staff rota, first aid equipment and first aid emergency communication.
- Ensure that legislation relating to fire safety is adhered to
- Support college events and out of hours functions through the coordination of security, risk assessments, traffic management and presentation of rooms to users' requirements
- Manage the control of spares and supplies for all key equipment.
- Be proactive in the identification and rectification of hazards throughout the College.
- Be familiar with computer-based systems and programmes for example asset management and building management systems.

- Support the examinations function through the setting up of examination rooms to exam board regulations and invigilation as required.
- Undertake any other duties that may fall within the remit of the post.
- Contribute and attend events including open evenings/days, presentation ceremonies, consultation evenings etc.
- Open and close the building when required taking full responsibility for the locking down and unlocking procedure.
- Undertake general maintenance, including clearing snow, of the external grounds of the college.
- Represent the College at appropriate external meetings and user groups.
- Undertake any other duties that may fall within the remit of the post.

Support for the College

The Estates Manager will

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Perform any other duties as required

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment conditions

RSFC belongs to the Sixth Form Colleges Association (SFCA) and as such has adopted the SFC's agreed support staff conditions of service.

Other

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Person Specification

CATEGORIES		Essential / Desirable
QUALIFICATIONS		
1	Literacy and Numeracy skills equivalent to level 2 of the National Qualification and Credit Framework*	E
2	A First Aid qualification or willingness to achieve. The post-holder will be a designated first-aider and be included in the first-aid rota.	E
3	A professional qualification in estates management or similar	D
4	A professional qualification in health and safety	D
5	Evidence of continuing professional development activities	D
EXPERIENCE		
6	Estates management experience	E
7	Experience of managing/leading a team	E
8	Excellent IT skills, including the ability to use MS Office software packages	E
9	Managing a large budget	E
10	An understanding of the education sector	D
11	Proactive approach of keeping up to date with health and safety legislation	E
12	Experience and knowledge of planning and evaluation	D
13	Experience or knowledge in premises management	E
WORK RELATED ABILITIES, SKILLS AND KNOWLEDGE		
14	Exceptional leadership skills and the ability to motivate and inspire staff	E
15	Evidence of managing Health & Safety and up to date knowledge of H&S requirements (or willingness to undertake training)	E
16	Knowledge and understanding of risk management frameworks and the operation, reporting and management of risk and internal controls	D
PERSONAL QUALITIES		
17	Outstanding leadership qualities with a proactive and flexible approach	E
18	Ability to lead teams and effectively delegate tasks	E
19	Proven capability to work innovatively and independently	E
20	Ability to prioritise work efficiently and accurately, particularly under pressure/deadlines and using own initiative	E
21	Strong verbal and writing communication skills	E
22	Report writing skills	E
23	Relishes accountability to take personal responsibility for own actions	E
24	Positive, enthusiastic outlook with the energy, drive and determination to succeed	E
25	Excellent interpersonal and communication skills in dealing and collaborating with colleagues, partner organisations, the community and other stakeholders	E