

# **Candidate Information Pack**

## **Premises and Facilities Manager**



### Candidate Information:

<b>Job Title:</b>	Premises and Facilities Manager
<b>Responsible to:</b>	Business Manager
<b>Responsible for:</b>	All Premises and Facilities
<b>Salary:</b>	£37,292 per annum,
<b>Working Hours:</b>	Full time, 52 weeks per year with 24 days holiday rising to 28 after 5 years (Holiday to be taken in consultation with Business Manager)

### Contents

The aim of this pack is to give you, as a potential applicant, sufficient background information to decide if you wish to apply for this post.

- Letter from the Principal
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- Job Description
- Person Specification

### How to apply

Your completed form and letter of application should be submitted electronically to [hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk). All received applications will be acknowledged electronically. In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

**Closing date:** 10<sup>th</sup> September 2019

**Interview date:** 19<sup>th</sup> September 2019

Informal visits to the College are welcomed. Please telephone for an appointment.

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Collingwood College is an Equal Opportunities Employer.*

**Collingwood College, Kingston Road, Camberley, Surrey GU15 4AE Tel:01276 457600**  
**[Collingwoodcollege.com](http://Collingwoodcollege.com)**



Dear Applicant

**RE: PREMISES AND FACILITIES MANAGER**

This post is an excellent opportunity to join a high-performing and committed team, which is intent on achieving an OFSTED 'outstanding' judgement at the next inspection.

At Collingwood we pride ourselves on our warm and friendly working relationships and also the willingness of our staff team to 'go the extra mile' for the sake of the students and the reputation of the College. The Premises and Facilities Manager will be expected to lead by example and, although we envisage that responsibility and accountability will be significant, so too will job satisfaction.

The closing date for applications is midday on Tuesday 10<sup>th</sup> September 2019. It is very important that you include a telephone number for both day and evening so that we may contact you by telephone if necessary. Interviews are currently planned to be on Thursday 19<sup>th</sup> September 2019.

We hope that the information which follows will stimulate your interest in applying for this post.

Yours sincerely



Eden Tanner  
Principal



## **Background of Collingwood College**

Originally comprising a grammar school, a secondary modern and a special school all sharing one site, Collingwood College was created by the amalgamation of these three entities in 1971, growing to become one of the country's largest and most successful comprehensive schools and Surrey Heath's first high performing specialist Academy.

The College caters for almost 1800 11-18 year olds; with the aim of unlocking their talents, it offers an impressive breadth of academic and vocational curriculum subjects and holds a number of prestigious awards.

The judicious use of the combination of buildings prevents students from feeling they attend a large school; additionally they benefit from the range of learning and personal development experiences that small schools cannot match. A combination of high expectations, insistence on good behaviour and the traditional values of courtesy and mutual respect are prevalent throughout the College.

Students are at the heart of this learning community and as such student feedback and involvement in developing aspects of College life are actively encouraged through the recent initiatives within the structure of the College Council.

Our academic achievements show a consistent record of success in public examinations, which brought us the High Performing Specialist Status. Our performance in English and Mathematics is above the national average and the Ofsted inspection in January 2017 confirmed that *"Collingwood is a good school with Outstanding Leadership and Management."*

Full details can be found on the website [www.collingwoodcollege.com](http://www.collingwoodcollege.com)

## The Site and Buildings

Our buildings are extensive and some have had the benefit of considerable upgrading and modernisation.



This photograph illustrates the limits of the Collingwood College site comprising:

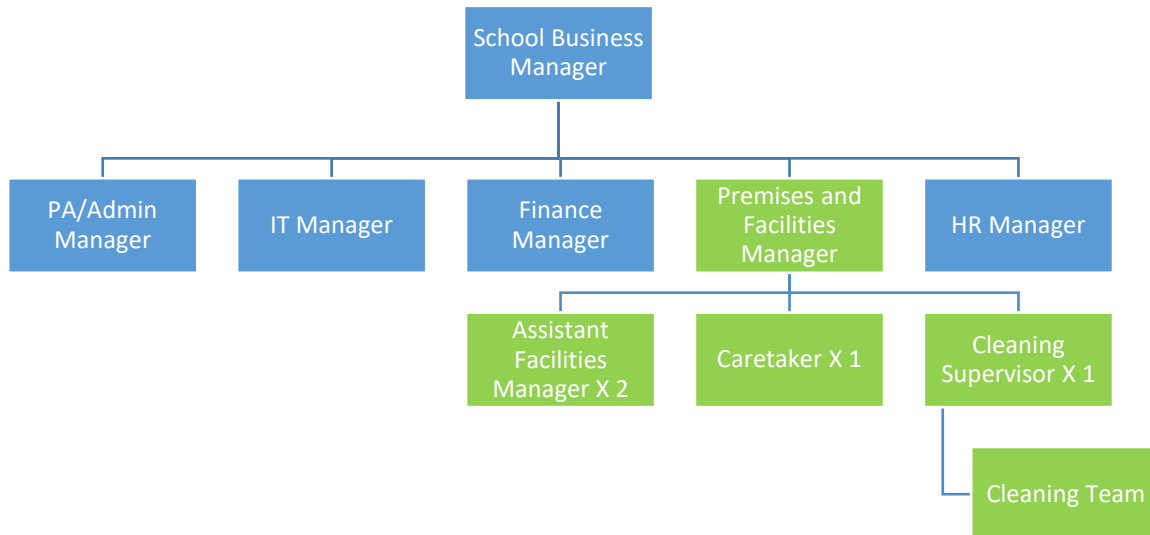
- Kingston Building housing Y10 & Y11,
- Barossa Building for Y7, Y8 & Y9
- Sixth Form Centre
- Extensive indoor and outdoor sports facilities.

This covers a total of c35 acres near Camberley. The opening of the Sports Hall in 2009 was the last stage of a £6M investment programme in our facilities.

Team Structure



### Premises and Facilities Team Structure



One of the Assistant Facilities Managers is currently resident on site. There is no expectation that the Premises and Facilities Manager lives on site.

The Premises and Facilities Manager reports to the School Business Manager.

## Premises and Facilities Manager

### **Required from September 2019**

We are looking to recruit a motivated, effective and skilled Premises and Facilities Manager to lead a dedicated team of Site Services staff in our college. The post holder will be responsible for the varied duties associated with leading and managing our school buildings and premises. This is a full-time role (36 hours per week including some weekend and evening work.)

We are looking for a flexible team player who will actively contribute to the maintenance and development of our school. This role is a hands-on role working alongside other members of the Site Services team.

We can offer you:

- The support of committed, dedicated and friendly colleagues
- Admission to the Local Government Pension Scheme
- On Site Car Parking
- 24 days annual leave rising to 28 days after 5 years' service plus Bank Holidays

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.

Collingwood College is an Equal Opportunities Employer.

**Closing date:** 10<sup>th</sup> September 2019  
**Interview date:** 19<sup>th</sup> September 2019

## **JOB DESCRIPTION**

### **Purpose of the Post:**

To ensure that our facilities and premises are well maintained, managed and used, providing an exceptional and safe resource for teaching, learning and the wellbeing of our students, staff and visitors.

### **Line Management of:**

- Assistant Facilities Managers
- Caretakers
- Cleaning Supervisor

### **Site Security**

- To manage the security of the buildings and grounds, carrying out procedures in accordance with relevant school policies, taking all reasonable steps to minimise loss or damage to the property of the school, its employees, students and other users of the site.
- Manage the locking / unlocking of the school and ensure that team shift patterns are in place and meet the needs of the school. Acting as key holder during silent hours and respond as necessary.
- Ensure that security equipment, including CCTV, burglar alarms, locks, windows etc. are properly maintained and operational.
- To arrange for sufficient staffing from the team to cover emergency call outs. On-call staff should be immediately available by mobile phone and close enough to the school to respond to the emergency.
- To act as a point of contact for emergency and out of hours' callouts

### **Managing the team**

- Leadership and day-to-day management of the site services team, including all aspects of performance management and training.
- To maintain a record of tasks requested by staff, ensuring that these are promptly addressed and a record kept of work carried out by the team.
- To maintain a record of energy, fuel and water usage.
- To arrange for routine daytime cleaning tasks to be carried out by the team and emergency cleaning tasks to be dealt with immediately.
- To carry out day to day tasks alongside the team including portering, cleaning, maintenance and driving tasks.
- To arrange staffing outside normal shift patterns to cater for evening and weekend events.



- **Site Maintenance and Capital Projects**

- To devise, manage, implement and monitor a programme of preventative maintenance delivered by the team and external contractors within delegated budgets and in consultation with the Business Manager.
- To arrange for tasks to be carried out within the skills of the team (painting/decorating, carpentry, plumbing etc.)
- To book and manage external contractors and suppliers when on site, including instruction concerning the general code of behaviour expected of those working in schools, safeguarding and health and safety procedures.
- To arrange for service contracts and inspections to be carried out annually or in accordance with statutory requirements and best practice.
- To ensure that all work is consistently completed to a high standard both from the team and external contractors.
- To arrange for general repairs to furniture and premises in consultation with the Business Manager if appropriate.
- To have oversight of the day-to-day management of all capital projects on site, in collaboration with the Business Manager.

### **Health & Safety**

- To comply with the requirements of the Health and Safety at Work Act and all other applicable guidance, approved codes of practice and regulations.
- To ensure that all staff in the team are aware of their responsibilities under health and safety legislation and where necessary ensure that relevant health and safety training is provided.
- To manage a programme of inspections and audits in all areas of the school's facilities.
- To compile and manage action plans arising from Health and Safety inspections, committee meetings and audits.
- To ensure appropriate risk assessments are in place and appropriate checks being carried out.
- To inspect the premises routinely for health and safety hazards
- To ensure all site related issues which represent a health and safety hazard are managed effectively and in an appropriate timescale.
- To be a member of the school Health & Safety Committee.
- To ensure all emergencies in respect of gas, water and electricity are managed effectively and in an appropriate timescale.
- To be one of the school's trained first aiders (expected to undergo appropriate training).
- To take appropriate action in an emergency and keep written records of all incidents.

### **Managing Resources**

- To ensure that supplies of consumables are monitored and ordered, adhering to the school's systems and in line with the budget.
- To assist the Business Manager in reviewing current contracts to ensure best value for money.
- To manage all contracts relating to the school's facilities (e.g. cleaning, refuse and waste)
- To manage the safe and effective operation of the school's vehicles and driver compliance training
- To ensure that all site assets are registered, recorded, well maintained and disposed of in accordance with procedures.

**Lettings**

- To liaise with the Business Manager regarding the promotion of lettings and community use to maximise the use of the facilities whilst prioritising the school's needs.
- To actively manage and co-ordinate lettings and community use.
- To ensure users adhere to the lettings policy and booking requirements.
- To ensure effective and timely communication with users regarding changes to bookings and the availability of the facilities.
- To ensure that all lettings are properly and safely managed

**Other Duties**

- To attend staff meetings, scheduled training activities and workshops as required.
- To work in support of whole school development plans.
- To take time to read notices, keep to deadlines and carry out our duties to the best of our ability.

The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by the Senior Leadership Team. All duties are subject to periodic review and job descriptions can change according to the needs of the School.

## Person Specification

Qualifications and Training	Essential	Desirable
Relevant qualifications (e.g. facilities management, plumbing, electrical etc.)	√	
Full UK Driving Licence	√	
Health & Safety at work qualification	√	
Health & Safety qualification to NEBOSH certificate level		√
First Aid at Work qualification (prior to appointment)		√
GCSE Maths and English to grade C (or equivalent)	√	
<b>Skills, knowledge and aptitude</b>		
Excellent verbal and written communication skills, and capable of conversing directly with external customers, senior management and contractors	√	
Experience of managing outsourced services and/or contract management and managing a team		√
Experience with statutory compliance including water, fire, asbestos etc	√	
Experience of managing a medium or large site		√
Proven competency in Microsoft Office; e.g. Word, Excel and Outlook	√	
Successful project management experience	√	
Able to work independently with the minimum of supervision in terms of meeting standards and timescales	√	
Excellent customer service skills	√	
Managing and developing teams	√	
Excellent working knowledge of Health & Safety in the workplace	√	
Professional manager, building and maintaining strong working relationships with staff, contractors and stakeholders	√	
Commitment to own and team member's Continuing Professional Development	√	
Excellent organisational and administrative skills	√	
Experience of educational organisation and procedures		√
Experience of minibus driving		√
Project managing building works, refurbishments and improvement works	√	
Working knowledge of current building maintenance regulations and legislation, including plumbing, electricity and building regulations	√	
<b>Personal Attributes</b>		
Energy and enthusiasm	√	
Resilient	√	
Innovative		√
Flexibility and adaptability	√	
Team worker capable of motivating others and developing solutions to problems with others	√	
Attention to detail and accuracy	√	
Sense of humour	√	