



Kensington Prep School

GDST

Growing great minds

Facilities Manager

Information for applicants





We focus on
Growing Great Minds
that are curious, creative,
happy and healthy



Welcome Letter

Thank you for your interest in the role of Facilities Manager at Kensington Prep, one of the UK's most successful prep schools.

In a warm, nurturing atmosphere, we combine traditional values with forward thinking. We provide a rich curriculum and we encourage students' independence, individuality, resilience and thinking. A key part of that is developing our site to ensure it is welcoming, clean, safe and secure. We are also embarking on a project to redevelop our outside space, as well as general internal refurbishment and some key areas for development such as our IT learning space and dining room.

We are looking for a candidate who not only possesses the necessary expertise outlined in the job description but also someone who is aligned with our core values. We value innovative thinking, teamwork, and a strong commitment to creating a safe, inclusive, and inspiring environment for our students. We look forward to the opportunity to get to know you better during the interview process.

Thank you for considering Kensington Prep School as a potential destination for your professional journey. We believe that with your expertise and commitment, we can continue to grow great minds that are curious, creative, happy, and healthy.

With best wishes,

Caroline Hulme McKibbin
Head



About the GDST

The Girls' Day School Trust is the UK's leading family of independent girls' schools. In all of our schools, academic excellence is a given – at the GDST we develop character beyond the curriculum.

The GDST is a charitable trust which owns and operates 25 schools across England and Wales. Our schools are mainly girls only, with the GDST ethos to 'reach as many girls as possible' permeating everything we do. Most schools are Junior, Senior and Sixth Form, with some having nurseries as well; one of the schools remains a boarding school.

Pay and Conditions

Hours will be 40 hours a week, all year round. However there may be some minor adjustments to these hours to support the role and site team. Flexible working requests may be considered including part time and/or term time hours. Please add this to your application. Starting salary is based on experience. The GDST has its own pay structure.

Numerous additional benefits include free lunches during term time, six weeks holiday if full time and full participation in a generous Defined Contribution Pension Scheme.

As part of the GDST, the UK's leading network of independent girls' schools, we can offer many opportunities for professional development and career advancement.

"The quality of the students' learning and achievements is excellent."

-ISI Inspection Report (2023)

About Kensington Prep

Kensington Prep School is an award-winning, independent prep school for girls aged 4-11, based in Fulham. It is regarded as one of the top prep schools in London and the country.

The school was the first to be established by the GDST, having been founded in 1873, and has been a pioneer in girls' education and academic excellence ever since. It focuses on growing an investigative spirit, confidence and curiosity through a rich and inspiring curriculum in a supportive and nurturing environment.

The school's most recent whole-school inspection (2023) saw the school rated Excellent by the Independent School's Inspectorate, and the school remains highly sought after.

"We want girls to think confidently and creatively, to take calculated risks and not be afraid of making mistakes on the way to success. We are preparing them for a world that requires courage, resilience and flexibility."



The Role

We are currently looking to recruit a Facilities Manager to help deliver the School's aims and objectives by ensuring the provision of an efficient, effective and safe site, together with all facilities operations. Ensuring health and safety is at the forefront in delivering the above and a safe, pleasant environment for staff, students and visitors, which supports teaching and learning.

Accountable to: Director of Finance and Operations (DFO)



Key areas of responsibility

Responsible for

- Strategic Management and Planning
- Financial Management
- Compliance and Health and Safety
- Management of resources - Site Security, Maintenance, Caretaking & Grounds
- Cleaning (cleaning supervisor and cleaning staff)
- Catering (outsourced provider)

Strategic Management and Planning

- Develop (in conjunction with the DFO) and implement a school facilities management programme to include planned, preventative and reactive maintenance and a programme of cyclical maintenance and improvement work to maintain high standards across the site.

- Assist with the management of large capital and refurbishment projects managed by the GDST Estates team and monitor progress against the project plan. Acting as a key point of contact with site contract managers.
- Assist with the planning (specifications, tender/quotations, contractor selection) and then project manage school-controlled estates improvement projects in conjunction with the DFO and the school's GDST Estates Manager.
- Identify the most effective working patterns within the Estates Team.
- Implement best practices to achieve efficiency savings.
- Troubleshoot issues as they arise and where appropriate implement preventative measures going forward.

Financial Management

- Develop with the DFO, and then prepare and manage annual maintenance budgets, to tie in with the programme of prioritised planned, preventative and cyclical maintenance in order to support the school priorities. Liaise with the Finance Manager where appropriate.
- Ensure that compliance inspection and servicing budgets are adequately set and reflected in Tech Forge and planned for the intervals specified.

- Identify opportunities for cost efficiency and improved purchasing arrangements. Ensure all purchasing is cost-effective and made within the systems and procedures as laid down within the school - and follow the correct GDST procurement policy, process and procedures.
- Manage stock control and the buying of supplies in connection with maintenance and ensure that staff have the correct materials to undertake their duties.

Contract Management

- Regularly review annual facilities contracts to ensure terms and conditions are reasonable and meet the school's requirements.
- Establish relationships with key suppliers and make recommendations to the DFO for potential changes, taking into consideration the needs of the business and the budgets set.
- Where services are provided by an external contractor, such as cleaning and grounds maintenance, monitor standards against specification, Health and Safety Regulations and KPIs regularly, reporting back to the DFO as directed.

Compliance and Health and Safety (H&S)

- Ensure that there is a suitable and appropriate regime of statutory H&S compliance required by regulation, GDST and school policy for the site including items such as, for example, the management of asbestos and water quality control and that appropriate records are maintained to demonstrate this.
- Ensure that risk assessments are in place for all relevant hazards and working procedures, and ensure that all staff for which responsible are familiar with safe working practices and understand the importance of complying with them. Keep all risk assessments updated and reviewed.

- Maintain the Asbestos register and ensure that contractors and staff are aware of any changes. Ensure that all site staff and contractors sign the register prior to works being undertaken.
- Attend all mandated H&S training courses as needed (either at Trust Office, online or locally).
- Monitor the work of building and maintenance contractors on site, to ensure that it is in accordance with specifications, health and safety requirements, and agreed arrangements for minimising disturbance to the school community and neighbours.
- Manage all Statutory and Mandatory inspections (either contractual or in-house) and keep the PPM register updated. Ensure all observations raised during these inspections by either the site team or contractors are remedied; raising any concerns to the DFO for further action when necessary.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, ensuring that any event is logged and reported.
- Fire Marshall duties as necessary.
- Maintain waste storage areas and equipment and deal with the disposal of waste in accordance with relevant statutory requirements.
- Assist the DFO in the completion of all Health & Safety audits as part of the overall GDST strategy on managing health and safety in schools (including and not limited to Fire Risk Assessment and Baseline H&S Audit).
- Undertake, and maintain records of, tests of fire alarms and checks of fire exit routes and fire doors in accordance with statutory and school policy requirements.
- Manage the Fire Log book and undertake specific responsibility for fire safety throughout the school, with reference to statutory and GDST requirements.

- Manage a programme of emergency light testing, maintaining records in accordance with statutory and GDST requirements.
- Attend first aid training at the prescribed times.
- Attend, constructively participate in and prepare reports as required for the school Health & Safety Committee.
- Manage RIVO accident and near miss reporting on behalf of the site team.
- Provide support for the H&S Co-ordinator (DFO), deputising as required.
- Ensure lettings clients are briefed on fire safety and evacuation, the premises are cleaned as required and that the site is secure.

Site Security

- Monitor an effective system for securing the premises outside school hours taking into account evening activities, lettings, Open Days etc.
- Ensure all alarm and surveillance systems are operational and tested at specified intervals, taking appropriate action to resolve any defects in the system(s). Keep the DFO informed of all incidents concerning false alarms.
- Ensure that site staff set the intruder alarms and all points of entry are properly secured outside school hours, that all entry control systems, locks and catches to external doors and windows are maintained in good working order, and that an efficient system for the recording of keys and entry codes used throughout the building is established and maintained.
- Arrange and participate in site cover in term time and holidays, staffing all school activities and events, including the drawing up of shift and holiday rotas to adequately staff the school as necessary.
- Ensure that all out of hours calls and emergencies are dealt with in a timely manner and respond as appropriate.
- Act as a key holder.

Portering, Housekeeping and Waste Management

- Manage the portering of goods, furniture, equipment and other items including errands on behalf of the school. Be capable of stepping in and helping the caretaker as needed during busy periods.
- Oversee the provision of cleaning services, ensuring that the premises are cleaned in accordance with the standards and methods set out in the school's cleaning specification. Liaise with the cleaning company and carry out periodic reviews of the service in conjunction with the DFO. Liaise with the cleaning supervisor to plan and staff for events and lettings. Monitor the deep cleaning in school holidays and specialist cleaning e.g. high level, carpets, windows etc.
- Take responsibility for the management of the annual budget for cleaning materials; ensure that, within budget, adequate stores are maintained and that the cleaners have the correct materials to undertake their duties.
- Oversee the maintenance of waste storage areas and equipment to ensure that the disposal of waste is in accordance with relevant statutory, environmental and sustainability requirements.
- Working with the school sustainability groups, outsourced cleaning and catering contractors and other agencies to establish, implement and monitor effective systems for the sustainable management (minimisation) and recycling or re-use of waste generated by the school.

Premises, Plant and Equipment

- Ensure that premises and grounds are maintained in accordance with agreed programmes of planned maintenance, and that emergency repairs are identified and actioned promptly (and keep a log of all maintenance works that arise).

- Ensure that all plant and equipment is operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance. Maintain TechForge records as appropriate for all plant and equipment maintenance.
- Carry out repairs to furniture, equipment and the fabric of the building within what could be considered the capabilities of a competent person doing general maintenance. Liaise with the DFO regarding repairs or replacements beyond the capability of the post holder or caretaker.
- Monitor the provision of heating, lighting, water, drainage and other services, taking regular readings of all meters, and reacting promptly to failures or hazards.
- Ensure that all grounds are properly maintained including hedge trimming, tree care, planting of flower beds, clearing of leaves and general repairs to boundary fences, walls and other external features. Ensure that the external appearance of the school grounds and premises, including signage, supports the school's marketing initiatives
- Ensure that all necessary maintenance contracts are in place and monitor the work of building and maintenance contractors on site to ensure that it is in accordance with specifications, health and safety requirements, CDM regulations and agreed arrangements for minimising disturbance to the school community and neighbours.
- Liaise with suppliers, contractors and architects or surveyors appointed by GDST Estates as required.
- Ensure that all contractors are compliant with GDST contractor competencies and that records are reviewed and updated annually.
- Monitor energy efficiency ensuring that all controls are adjusted appropriately for out of school hours, weekends and holiday periods. Monitor gas and electricity energy use using Energy Sparks, identifying and investigating unusual usage as appropriate.
- Oversee the co-ordination of intra-office moves.

- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policy, ensuring that any event is logged and reported.
- Oversee the co-ordination of rooming, cleaning, catering for school events as per the school calendar.

Leadership and Management

- Take personal pride in ensuring that the appearance and smooth running of the school premises contribute to a positive image of the school, and encourage and direct others as appropriate to do so.
- In liaison with DFO, recruit, induct, develop, deploy, motivate and appraise staff for which responsible for to ensure that they have clear expectations of their roles and that high-performance standards are achieved and maintained.
- Organise duty rotas and daily routines to ensure that caretaking, grounds maintenance and cleaning services are provided consistently, and in accordance with agreed specifications.
- Ensure the premises' online ticket system is working efficiently, and requests are delegated and completed in a timely manner.

Communications and Marketing

- Build effective relationships and provide a courteous, friendly service to all stakeholders both internal and external. (e.g. students, parents, staff, contractors, GDST Estates Department, Governors, NHS etc).
- Ensure high-profile areas such as entrance halls and main circulation areas are cleaned and maintained to an excellent standard and ensure that deliveries are distributed to the various locations in the school without undue delay so that reception areas are kept clear.
- Assist during school functions or lettings as required, and prior to school/public relation events (eg. open days, concerts, tours by visitors) ensure that the school is checked for tidiness, litter etc.

Monitoring

- Where services are provided by an external contractor, monitor standards against specification on a regular basis, reporting back to the DFO as directed.

Training and Development of Self and Others

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Ensure that training needs within the services for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.

General Requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.

- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, the staff intranet and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



The Person

Kensington Prep's next Facilities Manager will be a passionate individual, strongly motivated to make themselves an active part of its thriving community.

This is an outstanding opportunity for an exceptional practitioner to join a high-performing team.

Skills Required

- Ability to work effectively both in collaboration with other professionals/teams and also on own initiative (Essential).
- Ability to manage the workload of others. (Essential).
- Excellent interpersonal skills and be customer-focused (Essential).
- Excellent organisational skills, time management, ability to prioritise and organise own workload and able to work to deadlines (Essential).
- Experience of managing a budget (Essential).
- IT skills, sufficient to maintain records and a working knowledge of Microsoft Office, Excel, Word and Outlook email (Essential).
- General maintenance/odd jobs' skills (Essential).
- Ability to undertake and write risk assessments (Essential).
- Management of contractors (Desirable).
- Delivery of minor works/projects (Desirable).

Knowledge and Skills

- Knowledge of relevant health and safety requirements (Essential).
- Knowledge of cleaning techniques and processes (Essential).
- Knowledge of security and emergency procedures (Essential).
- Understanding of safeguarding issues (Essential).
- Understanding of legal compliance within the built environment (Essential).
- Knowledge of routine preventive maintenance (Essential).

Qualifications

- H&S IOSH National General Certificate (Desirable).
- Leadership Level 3 (Desirable).
- Caretaking, willing to undertake general task sites (Essential).
- Up-to-date First Aid at Work qualification, or willing to attend this course (Essential).

Experience

- Substantial experience of premises management (Essential).
- Experience of managing staff (Desirable).
- Experience of supervising contractors (Desirable).
- Experience of managing outsourced contracts (Desirable).

Attitude and Approach

- Honesty and integrity (Essential).
- Professional and approachable attitude (Essential).
- Willingness to learn new skills (Essential).
- Self-motivated with a positive 'can do' approach to work (Essential).
- Flexible over working hours according to the needs of the school (Essential).
- Occasional work during weekends and shift patterns (Essential).
- Customer-focused (Essential).



How to apply

Please apply online:

<https://www.gdst.net/careers/vacancies/>

Closing date for applications:

Friday 19 April 2024 at 12.00pm

Interview date:

Week commencing Monday 22 April 2024

Role start date:

As soon as possible

For further information regarding the role please email recruitment@kenprep.gdst.net

Kensington Prep is committed to increasing and promoting diversity at all levels within our school. We warmly welcome applications from people from the widest possible range of backgrounds.

The School, and the GDST, are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post.

Our school community is based on an ethos of mutual respect and consideration. We are committed to providing a safe and happy learning environment for all. We do not tolerate racial discrimination, harassment or victimisation of any kind.

UNDivIDED

THE GDST IS COMMITTED TO DIVERSITY,
INCLUSION, AND REAL CHANGE



Kensington Prep School

GDST

Growing great minds



www.kensingtonprep.gdst.net



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