



Job Pack

Facilities Manager

Start Date: ASAP

Full Time and Permanent Post

Kent Range 8: £25,238 - £28,781



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1675 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99% of students achieved 5 GCSEs grades 9 to 4 (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 66.3% of our students achieving A*-B grades. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme
CPD days and a range of workshops
Performance development programme
Mentoring-Coaching programme
Relevant external courses and training

The Team

The Facilities Team forms part of the broader support function within the School. Its purpose is to provide a professional, efficient and cost effective facilities management service, which underpins and supports student learning and well-being and seeks to provide a safe environment which is conducive to learning. The team is made up of a Facilities Manager, two full time Facilities Assistants and two additional Assistants who are on casual contracts for out of hours work or holiday cover.

The Post

Job Title:	Facilities Manager	Reports to:	Operations Manager
Team:	Facilities	Start date:	ASAP
Grade:	Kent Range 8		

Purpose

To take responsibility for leading, organising and supervising the Facilities Team to deliver a professional, efficient and cost effective facilities service that you are accountable for. A proactive approach to developing the team members' ability to achieve high professional standards, both individually and collectively, is a core focus.

Operational Responsibilities

Working within the strategic direction set by the Operations Manager

- Supporting the Operations Manager with the strategic operation of facilities management and development.
- Finding efficient solutions to all aspects of the facilities service.
- Operation and control of the maintenance and repairs budget, together with responsibility for delivering identified and authorised premises based 'minor projects' to time, budget and standard.
- Proactive development of the facilities function to increase cost effectiveness through the use of alternative processes or technology.

Lead, develop and enhance the practice of all members of the facilities team

- Play a key role in the selection of staff.
- Develop teams and individuals to enhance performance through their ownership of individual development plans.
- Evaluate the effectiveness of the team and individuals through the school's performance development system.
- Create, maintain and facilitate effective relationships.

Be accountable for leading, managing and developing the facilities management processes within the school

- Bring about, monitor and evaluate a culture within the facilities service that will bring positive benefits to student learning.

- Co-ordinate the facilities related Health & Safety policy requirements to ensure that the appropriate legislation is complied with both in terms of school staff as well as external contractors and suppliers.

Specific Responsibilities

Buildings, Grounds, Maintenance and Operations

- Ensure that the grounds are clean, free of hazards and maintained as required.
- Manage and supervise contractors undertaking work on school premises and the work of external cleaners, to ensure that terms of contracts are met and within budget and the highest possible standards of work, cleaning and hygiene are maintained throughout the school.
- Monitor the condition, safety and security of the site throughout the term and during school holidays on a daily basis. Minimise the possibility of theft or vandalism and maintain the fabric of the buildings, thereby ensuring a safe and sound working environment for all stakeholders.
- Produce a programme of works for each holiday period for the Operations Manager including preparing specifications and estimates for all work above £1k.
- Specify work to be undertaken by contractors and manage staff requests for repairs and minor improvements through the FM system. Balance available time, skills, urgency, supervision and funding and arrange for repairs and improvements to be carried out, supervising at all stages of the process, to ensure efficiency and high quality of work.
- Arrange for the ordering, maintenance and storage of materials and equipment and implement appropriate control systems for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work.
- Manage daily/weekly operations to meet the needs of the school, third parties, and contractors throughout the term, at weekends and during the school holiday period, balancing requirements and priorities within available resources.
- Liaise with all school users to determine the facilities required hour by hour, day by day and then manage the daily/weekly operations as above.
- Manage and organise maintenance work and minor projects and where appropriate utilise the Facilities team, to minimise expenditure on external contractors.
- Ensure that classrooms, the main hall, meeting rooms etc. are set up as required, following Internal Event Booking Form requests or responding to emergency events.

Health and Safety

- Manage all facilities related health and safety matters.
- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance.
- Use Peninsula (H&S compliance system) daily to ensure compliance with health and safety legislation and guidance relating to the facilities team, ensuring the system is kept up-to-date.
- Ensure that facilities risk assessments are up to date and implement any action plans to rectify concerns identified.
- Maintain accurate records of servicing, maintenance and inspection.
- Ensure that all facilities staff have sufficient training and information for their roles and maintain records.
- Design and deliver staff training on facilities related issues.

- Manage and supervise contractors while working on the school site operating a permit to work system as required.
- Report any hazards and or defects to the Operations Manager as appropriate.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and shared with appropriate staff.
- Maintain plans of the building and grounds including locations of main electrical intakes, chemical storage, call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.

Security

- Manage the opening and closing of the school daily, at the agreed times, ensuring that the school is available for evening and weekend use as required.
- Be a main key holder for the school site and live within easy access of the school. Liaise with the security company or local police station as appropriate. Control allocation of users, keeping accurate and up-to-date records of key holders for routine and non-routine opening. Ensuring adequate key holder cover during holiday periods.
- Be responsible for general security and access control at all times
- The Facilities Manager may be called out at unsociable hours or at the weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Line Management of Facilities Team

- Effective deployment of facilities staff to maximise the effectiveness of their time.
- Manage the FM system and distribute jobs daily to the team, assessing the skill base of the facilities staff and allocating tasks accordingly.
- Organise external, or provide internal, training to up-skill the facilities team.

Cleaning

- Check the site daily and ensure that all areas of the building are clean and ready for use, liaising with the cleaning contractor to undertake periodic cleaning for specific functions.
- Ensure that any spillages are mopped up promptly and that any bodily fluids are cleaned up as soon as practical.
- Ensure immediate removal of any internal and external graffiti.
- Ensure that all refuse is disposed of promptly and in accordance with legislation

Sustainability and Business Continuity

- Ensure that buildings are running effectively and efficiently and optimised for the conditions.
- Devise ways of ensuring the heat, light and water are used efficiently to maximise savings through energy conservation.
- Be responsible for general security and access control at all times.
- Liaise with the Finance Manager ensuring that utility use is regularly monitored, recorded and shared with students and staff, via the Eco Group.
- Ensure that all rubbish is sorted for recycling appropriately, working with children and staff on any new initiatives as required.
- Work with the Operations Manager to ensure that the school business continuity plan is maintained, accurate and shared with relevant staff.

Budget Management

- Ensure that all facilities contracts are periodically market tested in accordance with financial regulations, in order to ensure that they remain appropriate for the needs of the school, demonstrate best value and offer high standards of service.
- Manage and monitor the repairs and maintenance budget alongside the Operations Manager
- In liaison with the Operations Manager manage the minor projects budget, ensuring a costed programme of works is produced each year.

About You (Person Specification)

Qualifications	Essential	Desirable
NVQ Level 2 or equivalent or relevant experience	✓	
Recognised qualification in Facilities Management or equivalent qualification in a relevant area and/or willingness to undergo training as required		✓
Relevant Health & Safety qualifications and/or willingness to undergo training as required		✓
First Aid qualification (or willing to undertake training)		✓
Experience		
Building maintenance (ideally within an educational setting) min 5 years	✓	
Managing a team and supervising contractors	✓	
IT packages including Building and H&S Management Systems		✓
Management and procurement of service and maintenance contracts		✓
Budget management and project management skills	✓	
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Strong ICT skills	✓	
Able to manage and provide clear direction to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational, decision making and management skills	✓	
Understanding of health and safety requirements for a large organisation and ability to recognise and take action to avoid potential risks under H&S legislation and Fire Regulations	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Practical skills: painting, decorating, joinery, plumbing and basic electrical and mechanical	✓	
Ability to recognise problems and potential problems with buildings both internally and externally	✓	
Personal Attributes		
Ability to manage, inspire, challenge and motivate a team	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal and negotiating skills	✓	
Professional appearance and manner	✓	

Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 8: £25,238 - £28,781

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Thursday 5 September 2019, 9am

Interview day: Tuesday 10 September 2019

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

