



HOLME
GRANGE
SCHOOL

Head of Estates and Facilities

Full-time

- Must be prepared to be on the call out list for security and fire alarms out of school hours
- Flexibility around working hours at peak times in the year
- Must be prepared to be 'hands on' when required

Hours of work:

- TBC - Term time 8:30am – 5.00pm Monday – Friday (plus one evening for SMT meeting which ends between 5:30 and 6pm but attendance may not be required every week)
- School holidays – hours will be flexible to manage projects and oversee contractors on site

Leave arrangements: 25 days paid holiday (plus Bank Holidays) to be taken during the School holidays, unless agreed otherwise by the Head.

Pension: Contributory stakeholder pension scheme

Sodexo Staff Benefits Scheme: Enrolled in an award-winning employees benefits programme offering a wide range of discounts with many major high street retailers and service providers

Line Manager: The Headteacher

Notice Period: 3 months

Responsibilities and Duties

General

The Head of Estates and Facilities leads the strategic planning and delivery of the School's major capital projects, in conjunction / liaison with the Head, and prepares reports to the Governors for the business management and material state of the school.

The Head of Estates and Facilities' remit is broad and the jobholder will be expected to exercise the necessary people skills to ensure the achievement of the required objectives through the cooperation of a wide range of people, many of whom will not report to the jobholder and may indeed be outside of the school.

The jobholder is responsible for the management, maintenance, repair and improvement of the School properties and grounds.

In carrying out their duties, the Head of Estates and Facilities will consult with the Head and the Governors (through the relevant committee or a nominated Governor) as necessary on any matter effecting their duties.

Many aspects of the Head of Estates and Facilities' role require confidentiality and discretion, the jobholder will need to exercise good judgement and restraint in such matters.

Professional Duties

The Head of Estates and Facilities' professional duties will be carried out in accordance with and subject to:

- Any statute governing the conduct of, or applying to, the School's business or affairs, including Charity law;
- Any orders and regulations having affect under those statutes and any guidelines issued by the Charity Commission;
- The Articles of Association of the School;
- Any rules, regulations or policies directions or restrictions laid down by Governors; and
- The terms of the Head of Estates and Facilities' Employment

The professional duties of the Head of Estates and Facilities will include but not limited to The following:

Main Duties and Responsibilities

Operational Matters

- To ensure the effective deployment of the Estates Team to provide the manpower needed to cover the setup, running, cleaning and security requirements for all day to day operational; school and external lettings and activities
- To ensure the effective deployment of the Estates Team to maintain the school minibus fleet and provide drivers as and when required including the daily school runs
- To manage and liaise with the Head of Finance in the arrangement of external lettings

Strategic Projects

- To work with the Head and Governors on strategic planning matters which relate to the School's future plans
- Preparation of plans for improvements, extensions or new construction including the selection and appointment of professional consultants and oversight of their performance
- To appoint architects, consultants and contractors, as appropriate, following the School's procurement policy and to monitor the work of contractors
- To obtain necessary advice and permissions in relation to building regulations, listed building consent, planning consents and fire authority approvals
- To be the School's nominated contact and liaison officer for overseeing approved capital projects throughout the detailed planning stages, design, procurement, works on site and handover
- To manage all minor works projects including coordination of all services, fixed furniture and equipment
- To prepare budget requirements for anticipated projects, improvements and replacement of major plant and equipment

Repairs and Maintenance

- To be responsible for the repair, maintenance and improvement of all School buildings and facilities
- To develop and keep updated the planned annual and five-year rolling maintenance programme
- Be responsible for the maintenance of accurate records, plans, drawings and Operation and Maintenance Manuals relating to the School's buildings, plant and services infrastructure
- To carry out or commission condition surveys every five years on the School's buildings in order to provide advice and to inform the planned maintenance and refurbishment programme
- To monitor and manage the School's electronic ticket system for reporting repairs and maintenance requests
- Establish the School's needs and priorities; instructing work to be carried out and then monitoring the standards achieved, timeframe, and keeping staff informed of work in progress
- To achieve repairs and maintenance works inhouse on the basis of cost effectiveness and efficiency
- Management of all buildings-related maintenance service contracts

Grounds, Sports Facilities and Gardens

- To oversee and manage the Grounds and Maintenance Supervisor
- Regularly liaise with the Director of Girls and Boys Sport and the Grounds and Maintenance Supervisor to ensure that the provision and quality of sports pitches is satisfactory
- Ensure the maintenance, repair and replacement of Sports equipment and facilities as required
- Ensure the proper safety procedures are enforced in respect of the swimming pool and its plant, particularly out of school hours and during the holidays
- Lead and manage the development and improvement of the grounds and gardens on the site
- Lead operations to ensure the safety of the site in the event of snow, ice, high winds or other weather-related events
- Take responsibility for the management of the trees on the School site including obtaining biannual tree condition survey and ensuring recommendations are acted upon
- Support the Grounds and Maintenance Supervisor in coordinating the movement of furniture as required by school staff.

Budgets

- Preparation and management of the Estates and Facilities budget
- Exercise strict financial controls on departmental expenditure; to include monitoring and reporting against approved budget allowances on a monthly basis
- Adhere to the School's financial procedures; including competitive tendering and price comparison processes in order to obtain best value for the School

Compliance

- Ensure the School's obligations with regards to regulatory compliance and best practice are met through testing and certification of services installations and equipment
- Keep up-to-date with knowledge and awareness of compliance and disseminate the information to relevant departments and staff
- Maintain necessary records for inspection and insurance purposes

- Ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority
- Ensure the Grounds and Maintenance Teams are operating safely and that risk assessments are updated and adhered to
- Monitor and ensure compliance with the regulations for the maintenance and operation of minibuses

Health and Safety

- Act as the School's Health and Safety Officer and Chair of the Health and Safety Committee, supported by an external Health and Safety Consultancy, to oversee health and safety matters across the School
- Monitor and implement the School's policy to comply with requirements of Health and Safety legislation and good practice, including ensuring risk assessments and relevant policies are produced and kept up to date. Propose any required changes to the policy.
- Ensure that in all activities undertaken, the School complies with its duties under the Health and Safety policy, Health and Safety at Work Act and any other relevant statute regulation or directive
- Liaise with teaching departments where specific Health and Safety requirements exist, e.g Science, Food Technology and Design Technology etc
- Actively promote Health and Safety awareness throughout the School
- Prepare for inspection by maintaining an audit log of relevant safety checks undertaken, including records of all Health and Safety testing
- Maintain Asbestos, COSHH and dangerous substance register, carrying out COSHH risk assessment and updating where necessary
- Maintain the School's accident, incident and near miss reporting, implementing changes where necessary following investigation of these events
- Provide termly reports to the Head (for Governors Report) on Health and Safety, Fire Safety and Safeguarding (from a H & S perspective)
- Review accidents on the School's premises supported by relevant staff and where necessary ensure accidents are followed up and acted upon and RIDDOR reports made if required
- Ensure all contractors operate safely in accordance with the same regulations and guidelines
- Develop and update the School's rolling building inspection process and take appropriate actions arising from it

Fire Safety

- Act as the School's Fire Safety Officer and ensure that the fire policy and fire evacuation procedures are kept up to date
- Take responsibility for the fire safety systems and the fire response procedures, including leading the fire response team
- Ensure compliance with the Fire Regulatory Reform Orders (Fire Safety) 2005
- Ensure Fire Risk Assessments and fire plans are kept up to date and renewed as required
- Ensure the recommendations of FRAs are acted upon and kept under review, liaising with relevant departments following any incidents and resulting amendments to procedures
- Ensure termly fire drills are undertaken in accordance with the School's policy
- Ensure inspection, testing and maintenance of fire safety equipment, maintaining appropriate records

Utilities and Waste Management

- To arrange the purchase of utilities through tendering and contract negotiation
- To manage the consumption of energy and water by prudent housekeeping, monitoring meters and maintenance of plant in order to minimise operational costs
- To consider, develop and implement a whole school Environmental Policy
- To seek ways of achieving more efficient methods of lighting, heating and use of plant and equipment, with a view to reducing consumption and costs by taking advantage of relevant technologies
- Removal of waste associated with estates tasks, and ensuring that the necessary procedures are followed

Security

- To work with the Head and external Security Advisors in ensuring the safe and secure operation of the School site
- Planning and maintenance of the School-wide security systems
- Assisting with the ongoing development and maintenance of the CCTV system

Line Management

- Responsibility for the effective management of the Estates and Maintenance Team, currently comprising of 5 Staff, including carrying out annual staff appraisals
- To be the Line Manager for the Grounds and Maintenance Supervisor and ensure that the department is efficiently managed and organised
- To liaise with the Catering Manager and the Head of Finance in ensuring the catering facilities and equipment are maintained, ensuring that catering standards – health, nutrition, hygiene and food are maintained
- Manage the School's cleaning contractors; and any in house cleaners employed by the School
- Ensure that the School's obligations with regards to health and safety at work are met through staff training and development
- To review and monitor working practices of the department to ensure timely delivery of the highest standards of workmanship and customer service

Management and Communication

- Liaise with all members of the School community to facilitate planning and day-to-day running of School operations
- To keep the Head, Deputy Head and other Senior Leadership Team members informed of estates related issues as and when is appropriate
- Communication with the Head, Governors and Senior Leadership Team with regards to progress on projects
- Close liaison with the Head with regards to day-to-day site operational matters and the Senior Leadership Team with regard to events and functions
- Attend all meetings of the Governors Estates Committee and Health and Safety Meetings as required; including the preparation and presentation of papers updating governors on capital projects and estates matters
- Attend meetings of the Senior Management Team as required

Person Specification

Essential

- Experience in operational and facilities management
- Experience of managing operational teams
- Experience of working effectively with staff and management at all levels
- Experience of liaising effectively with building users, external consultants and external contractors
- Experience of contract management
- Experience of basic building maintenance and providing facilities services within business premises
- Excellent organisational skills with an ability to plan, prioritise and meet deadlines
- Knowledge of ISI Regulatory Requirements for schools including safeguarding of children
- Ability to establish, maintain, manage and monitor the legal and regulatory records required for the School's facilities
- Ability to maintain confidentiality at all times
- Excellent interpersonal skills, including excellent oral and written communication skills
- Good level of IT skills (Microsoft Office products)
- Extensive knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor
- Competent and personable
- High degree of personal drive and motivation
- Ability to work calmly under pressure and multi task
- Willing to be flexible and work outside normal working hours as required
- Ability to work individually or as part of a team
- Ability to demonstrate, initiate and to lead from the front
- Committed to keeping abreast of best practise and relevant legislation

Desirable

- A relevant professional qualification in construction, construction management, engineering, estates, facilities or property management
- Member of relevant professional institution (e.g. RICS, BIFM)
- Health & Safety qualifications (such as NEBOSH General Certificates or equivalent desirable)
- Experience of tendering and procurement

This Job Description and areas of responsibility may be developed to reflect the strengths of the postholder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The postholder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. This list is not exhaustive and you may be required to undertake other duties as required by the Head. The job description may be amended to meet the needs of the school. Further details can be obtained by e-mailing hr@holmegrange.org

Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.