



Sidcot School

Job Description and Person Specification

Facilities and Estates Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title	Facilities and Estates Manager
Summary of the role	To manage the facilities and estates function across both schools, ensuring a clean, safe and secure environment, aligned with the School's overall strategic plan.
Line management responsibility	Maintenance team, including grounds and gardens and Domestic Services Manager. Providing support in monitoring out-sourced services.
Safeguarding requirements	<ul style="list-style-type: none">• Engage in regulated activity relevant to children• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Duties and Responsibilities	
Main Responsibilities	<ul style="list-style-type: none">• Ensuring an effective and compliant facilities and estates service to the School in line with all current government legislation, the Independent Schools Standards and Regulations, and School policy.• Develop a fully costed rolling estates and asset management plan, in line with the strategic plan, and lead on its implementation.• To support the Senior Leadership Team (SLT) in their role with regard to the strategic running, management and monitoring of the overall campus plan, including successful delivery of capital projects.• Throughout the campus, manage, maintain and develop the physical resources to optimise their use for all stakeholders.• Responsible for the management of the relevant budgets, ensuring all are expended in accordance with the requirements of the School's financial regulations.• To consistently promote a positive culture of Health and Safety (H & S) and compliance across both the Junior and Senior schools and contribute to the development of H & S policy. Deputise on H & S committee meetings.

<p>Health and Safety and Compliance</p>	<ul style="list-style-type: none"> • Ensure buildings are safe, warm, and secure and all H & S management systems, processes and practices are consistent, synchronized and coordinated. • To be responsible for managing all aspects of H & S and compliance for both schools including fire safety, asbestos management, legionella (including swimming pool), critical incident planning and procedures, and assisting with campus security. • To plan and execute a fully rolling schedule for all estate and facilities compliance, ensuring ‘preferred contractors’ are scheduled, remedials undertaken and correctly maintaining records and statutory documentation. • To compile, monitor, review and update campus and departmental risk assessments, method statements and COSHH regulations and any other statute, regulation, or directive. • Ensure that facilities and estates teams are adequately trained with refresher training where necessary, and records maintained. There is a requirement to ensure other key staff are trained, depending on their campus role, such as arranging appropriate training for staff in relation to fire safety and risk management. • Confirm external contractors meet the School’s contractor compliance minimum standards before undertaking any works on campus grounds. • Provide site inductions for new starters and visiting contractors, along with other relevant and pertinent information such as safeguarding and welfare regulations. • To always ensure safe access and egress of the campus, especially during adverse weather conditions. • To ensure there is sufficient management cover during the year to ensure contractors are working safely as well as providing advice where necessary.
<p>Resource Management</p>	<ul style="list-style-type: none"> • Deliver preventative and reactive maintenance services, ensuring works are scheduled and completed on a priority basis. • Prepare and maintain work/inspection and testing schedules, including testing of plant, equipment, tools, facilities, vehicles etc. • Monitor the condition of furniture, fittings, buildings, grounds, environments and draw up schedules of repair or replacement. • Maintain and coordinate the campus painting and decorating programme, ensuring a cyclical approach to the schedule. • Identify the need for future development projects which do not come with approved delegated budget are raised with SLT, correctly procured, executed and whilst achieving value for money. • Develop a rolling programme for campus assets and ensure asset management procedures are correctly applied and

	<p>feed into the strategic budgetary plan for replacement.</p>
Security	<ul style="list-style-type: none"> • Be responsible for the campus opening and lock up procedures, throughout the entire year, delegating responsibility, where necessary. • To maintain the campus key register and be responsible for the control of keys across both sites. Issuing and collecting security keys and the safe storage of signed employee key holding certificates. • Function as a designated responsible person for the control of the School's CCTV operations and subsequent upgrades. Provide advice on additional coverage, where necessary. • Consult with IT services on new and remedial works on security systems which require maintenance or external contractor input. • Advise SLT on matters relating to campus security.
Ground and Gardens	<ul style="list-style-type: none"> • Working through either a contractor or via in-house staff, ensure the grounds, including the external sports facilities, are well maintained and presentable whilst adapting to seasonal changes. • Collaborate closely with the Director of Sport to ensure sports grounds represent their requirements for the specified sporting activity required each term. • Ensure borders, gardens, ponds, peace gardens and any other garden related aspect of the campus are manicured to its respective space.
Sustainability	<ul style="list-style-type: none"> • Seek to reduce the School's carbon footprint whilst delivering facilities and estates routine, planned and projected works. • Advise SLT on future technology and innovations to reduce the School's carbon footprint and increase awareness of sustainable solutions. • To proactively take ownership of the School's energy and monitor and report energy use with a view to reduce energy consumption. • Feed into and give advice to any student sustainability group at the time.
Wider Estate	<ul style="list-style-type: none"> • Support SLT with the management of the wider estates including the letting of the School's land to interested parties • Supporting the Quaker principles of sustainability in managing the land so that the School retains external accreditation, through, for example, the Soil Association. • Seeking opportunities to receive income from the estate, through, for example the Rural Payments Agency and other

	incentives for stewardship schemes.
Staff Development	<ul style="list-style-type: none"> • To line manage the Maintenance Teams and Domestic Services Manager, ensuring they are suitably trained, appraised as per the School's appraisal system, and given the tools required to perform their duties. • Develop and implement working practices and procedures.
Cleaning and Porterage Services	<p><u>Working in Collaboration with the Domestic Services Manager:</u></p> <ul style="list-style-type: none"> • Ensure both schools are hygienically cleaned routinely and during scheduled deep cleans. • Porterage processes are working to best support the School's function, including the timetabling commitments for exams. • Soft FM contracts (waste, feminine hygiene, washroom services etc.) are working efficiently and 'due diligence' is conducted on contract renewal.
Other	<ul style="list-style-type: none"> • To undertake additional duties as required, commensurate with the levels of the job. • Maintain positive, professional relationships with all stakeholders.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received.</i></p> <ul style="list-style-type: none"> • Nebosh General Certificate in H & S or equivalent • Level 3 management qualification or significant experience • Facilities Management qualification or significant experience 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received.</i></p> <ul style="list-style-type: none"> • Nebosh Fire Safety & Risk Management • Asbestos – Duty to Manage • Legionella – Responsible person • Fire Safety and Risk Management • Other professional qualifications as relevant to the post 	<ul style="list-style-type: none"> • Applicant’s certificates • Discussion at interview
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience on managing a facilities service • Experience of leading and managing teams • Experience with dealing with contractors and third party suppliers • Experience of identifying problems and bring positive solutions 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a day and boarding school • Experience in building maintenance • Experience of the effective management of a significant budget 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Skills, abilities and competencies</p>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • ICT including Microsoft Office 365 Suite of applications • Financial and budget management Excellent teaching skills • Data compliance and record keeping • Ability to prioritise workload and meet deadlines for self and others • Good knowledge of H & S procedures • Experience of refurbishment works • Good motivator and able to generate enthusiasm 	<p><i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Building systems and security management • Knowledge of the independent education sector and its regulatory requirements • Knowledge of Business Continuity Planning (BCP) • Energy management • A role in an organisation which has a safeguarding agenda 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of asset management • Knowledge of facilities management 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge of domestic services within a large campus environment • ISI inspection experience 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Attitude and behaviours</p>	<p><i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Calm and resilient when working under pressure • A person of integrity and the ability to maintain confidentiality • Excellent attention to detail • Self-motivated with a flexible approach • Good communicator • Committed to safeguarding and promoting the welfare of children and young people • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality 	<p><i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Extra-curricular interests and a willingness to share them 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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