



**NESTON**  
HIGH SCHOOL

# **Estates & Facilities Manager**

## **APPLICATION PACK**

**Neston High School  
Raby Park Road  
Neston  
Cheshire  
CH64 9NH**

**Headteacher: Mr K Simpson**

**[www.nestonhigh.com](http://www.nestonhigh.com)**

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# ESTATES & FACILITIES MANAGER

## ESTATES AND FACILITIES MANAGER

**£31,895 - £35,336 per annum**

**Hours of Work – 37 Hours per week, all year round with flexible holiday arrangements**

*Do you enjoy working in a vibrant, ever developing environment?*

*Do you have experience of maximising school resources to achieve educational excellence?*

*Do you have a pro-active, can do attitude?*

*Do you have high aspirations for colleagues, students and yourself?*

*Are you passionate about enhancing and managing an engaging and safe learning environment for students and staff?*

If you are excited by your answers to these questions, then you may be the right candidate to become Neston's new Estates & Facilities Manager.

### The Role

The role of the Estates & Facilities Manager involves responsibility for overseeing all aspects of the school estate and facilities. Managing the school's PFI contract, health and safety, line management of the site team and income generation are a key part of this role, along with supporting the Headteacher and Business Manager with planning and delivering on Capital Projects, to ensure that they are completed successfully, on time and within budget

### About You

You need to be an experienced Estates Manager preferably with experience of managing school facilities. You will have practical experience of monitoring PFI contracts and external contractors. A Health and Safety qualification is essential and a facilities management qualification is desirable. You will be a strong team player and have the ability to operate calmly under pressure. You will be prepared to work variable hours occasionally to meet the requirements of the post.

### How to apply

Please speak to the Business Manager, Mrs Tina Phillips informally before deciding whether to apply. If you have any questions regarding the role, or would like to arrange a visit, please do not hesitate to get in touch by emailing [phillipst@nestonhigh.com](mailto:phillipst@nestonhigh.com).

Should you choose to apply, please submit the following completed forms:

- Application form. Please ensure that your application accounts for any gaps in employment.
- Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.
- A supporting statement that sets out the reasons for your interest in the role and how you meet the required criteria, with evidence of impact from your career track record. Your supporting statement should be no longer than two sides of A4.

**Closing date: Friday 10 June 2022**

Applications should be returned FAO Mr K Simpson to Mrs Leadbetter, PA to the Headteacher via [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> <li>Health &amp; Safety IOSH Qualification</li> <li>General Education 5 GCSE's (or equivalent including Maths &amp; English)</li> </ul>	<ul style="list-style-type: none"> <li>Ideally, holder of a relevant buildings-related qualification</li> </ul>	<ul style="list-style-type: none"> <li>AF</li> <li>Supporting statement</li> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Lettings and income generation growth</li> <li>Proven management experience including managing teams</li> <li>In depth knowledge of H&amp;S Legislation</li> <li>High level of competence in administrative procedures</li> <li>Strong ICT skills</li> <li>Budget management experience</li> <li>Sound negotiating and judgmental skills e.g. in making value for money purchases</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with managing school and/or sports facilities</li> <li>Proven and highly developed project management skills</li> </ul>	<ul style="list-style-type: none"> <li>AF</li> <li>Supporting Statement</li> <li>Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to work under pressure and with conflicting demands and deadlines</li> <li>Ability to think and plan strategically as well as operationally</li> <li>Excellent interpersonal and communication skills</li> <li>Adaptable &amp; flexible character</li> <li>Demonstrate patience and resilience</li> <li>Planning and organisational skills</li> <li>Professional approach</li> <li>Work well under pressure</li> <li>Proactive and self-motivated</li> <li>Approachable nature</li> </ul>	<ul style="list-style-type: none"> <li>Desire for continual self-development and for that of premises team</li> <li>Open to innovation</li> </ul>	<ul style="list-style-type: none"> <li>AF</li> <li>Supporting Statement</li> <li>Interview</li> <li>References</li> </ul>
Other	<ul style="list-style-type: none"> <li>Excellent attendance record</li> <li>Flexible approach to working hours</li> <li>Reliable, flexible and trustworthy</li> <li>A commitment to high standards</li> <li>A belief in, and commitment to, community, character and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>An affinity with young people and an empathetic, student-centred approach</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Statement</li> <li>Interview</li> </ul>



**Responsible to:** Business Manager/Headteacher

## Basic Role Purpose

- To be responsible for long and short-term planning, implementation and high-quality delivery in relation to estates, facilities and health and safety.
- To oversee the management of the school premises and monitor and quality assure all premises related contracts including PFI and grounds maintenance.
- To take a lead role in managing capital projects, working closely with the Headteacher and Business Manager
- To take a lead role in connection with risk assessments and Health & Safety for all aspects across the school.
- To ensure that all security and fire safety systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- To develop an income generation plan utilising the school's accommodation and sports facilities. To optimise opportunities to generate revenue through the effective marketing, costing and management of lettings.
- To line manage premises related personnel.

## Main Responsibilities

1	<p>To develop and maintain a costed medium-term planned maintenance and premises improvement plan to aid the school's budget planning process and provide an action plan against which progress is monitored and regularly reported to the school's Leadership Team and Trustees.</p> <p>To manage all premises related budgets to ensure that they are used wisely and for their intended purpose. Raise any potential budget overspends with the Business Manager to enable prompt remedial action.</p> <p>To procure premises-related goods and services in accordance with Best Value principles and the Academies Financial Handbook.</p> <p>To investigate potential streams of external funding for financing improvements to the school's premises and grounds.</p>
2	<p>To be responsible for promoting and monitoring adherence within the school, on a day to basis day, to best practice on health and safety matters. This wide-ranging duty to encompass: -</p> <p>Actively participating in identifying and addressing hazards in the workplace and taking immediate action to minimize any potential danger to members of staff, pupils and visitors to the school.</p> <p>To lead on the Annual Health &amp; Safety Audit and termly Health &amp; Safety reviews.</p> <p>Monitor all necessary annual inspections and follow up maintenance work e.g. Fire equipment, ladders, legionella.</p> <p>Ensuring the adequacy of first aid services provided within the school including the line management of the designated principal first aider</p> <p>Ensuring that fire alarm and firefighting equipment are routinely inspected as required. Also, developing, maintaining and testing the school's emergency evacuation procedures</p> <p>Ensuring that the school's electrical systems and appliances are inspected as required and taking appropriate actions based on the results of the testing</p>

	<p>Managing and developing the security of the site both during and outside school opening hour.</p> <p>Ensuring adequate insurance policies are in place and maintained to meet the school's needs including contents, vehicle and travel insurance</p> <p>Acting as the school's nominated Fire Officer, ensuring fire safety equipment is properly maintained and evacuation procedures are in accordance with fire regulations</p> <p>Ensuring that the school takes reasonable steps in improving facilities for people with disabilities.</p>
<b>3</b>	<p>To proactively manage the school facilities to ensure the building and its grounds are kept to a high standard. To undertake regular visual inspections to identify defects and potential hazards including internal and external areas of the school site.</p> <p>To recruit, motivate, train and direct the school's site management and cleaning staff to ensure that they work efficiently and are effectively deployed.</p> <p>To monitor the PFI contract, raising issues in a timely manner to ensure that issues are dealt with promptly.</p> <p>To monitor the work of all contractors engaged by the school, including those providing grounds maintenance services, to ensure that they fully discharge their contractual obligations.</p>
<b>4</b>	<p>To devise and maintain an asset replacement programme in liaison with the Business Manager.</p> <p>To ensure that the school maintains accurate and adequate records of its assets, which are updated promptly for acquisitions and disposals and subject to an annual, independent check by someone who is not involved with its maintenance. Ensuring that an up-to-date copy of the school's asset register is held off-site.</p> <p>To have responsibility for managing the use and maintenance of the minibus.</p> <p>To develop and implement strategies to minimise the environmental and ecological impact of the school and its operations.</p>
<b>5</b>	To promote the school's facilities to maximise income generation.
<b>6</b>	To work closely with the Headteacher and Business Manager to plan and execute capital projects to enhance the learning environment.
<b>6</b>	To identify and fulfil personal development needs to ensure that the Job Holder keeps abreast of best practices in facilities management for potential deployment within the school in liaison with the Business Manager.
<p>Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.</p>	

Neston High School is an Equal Opportunities employer.