



FROGMORE

COMMUNITY COLLEGE



ESTATES MANAGER CANDIDATE INFORMATION





WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role of Estates Manager at Frogmore Community College.

This is a fantastic opportunity to join the school at an exciting stage in its history. The school has recently joined Weydon Multi Academy Trust and shares its vision and values (www.weydonmat.co.uk). Joining the trust has made the school ambitious and hungry for further success in the future.

Recently, the school has received over £600,000 in the first stage to upgrade parts of the school site and the catering experience for the students. We will have a new Assistant Principal responsible for driving up standards in teaching and learning. In the next couple of months there will be a significant shift in our use of edtech to further support the main thing: student achievements.

At Frogmore we believe that every student can flourish, given the right environment, support and challenge. As a relatively small school, with 716 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in February 2022, stating: 'The school is a happy and friendly place to learn. Pupils say they feel that they belong to the 'Frogmore family'. They feel well supported and cared for by staff'.

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

Due to retirement, we are seeking an Estates Manager who will join us on our journey of improvement. Our aim is to provide an outstanding learning environment with an estate that we can be truly proud of.

You will be joining a strong team that has achieved great outcomes for students over recent years. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community.

We know that working in a school can be demanding. At Frogmore, we pride ourselves on championing staff. We have a wellbeing weekend in November, where staff don't come into school. Every half term staff are nominated anonymously by their peers as 'colleague of the half term' to celebrate their contribution to our school. We enjoy celebrating our successes.

Frogmore Community College is a happy and supportive place to work. We are proud of our school and are always excited by the opportunity to welcome new staff into our 'Frogmore family'.

If you want to find out more, we would love to talk to you either in person or over the phone. Please contact our PA, Stacey Osborne, and we can arrange a time.

Laura Goulborn and Matthew Venton
Interim Co-Principals

Estates Manager - Job Description

Job Title	Estates Manager
Responsible to	Business Manager/Chief Operating Officer
Main Purpose of Job	<ul style="list-style-type: none"> • Ensure that the school premises, grounds and all environments are kept in excellent condition at all times • Undertake such tasks as may be necessary for effective site management including portering, maintenance, administrative and lettings duties • To ensure compliance in all estates related matters such as testing and monitoring
Focus of Job	Student, staff and visitor/contractor facing
Key responsibilities	<p>Establish and maintain good relationships with all students, parents/carers, colleagues, contractors, hirers and other professionals.</p> <p>Estate Management</p> <p>Under the guidance of Business Manager/Chief Operating Officer</p> <p>Undertake internal and external maintenance, to maintain the site to a high standard</p> <ul style="list-style-type: none"> • Maintain heating and lighting to all parts of the estate • Ensure fully-functioning premises systems either directly or via those with support contracts, e.g. heating plant, solar plant, building maintenance systems, utility systems/services • Carry-out regular checks and maintenance/clearance of roofs, drains and gullies • Undertake emergency repairs and planned maintenance within capability and training, e.g. plumbing, heating (excl automated systems), painting & decorating, carpentry, glazing • Identify existence of graffiti and remove/remediate; • Make long-term minor repairs to fixtures and fittings, e.g. desks, tables and chairs • Pick & remove litter to maintain the site's excellent quality & appearance. • Ensure waste is put into correct containers and is ready to be picked up by the waste management company <p>Monitoring</p> <p>In conjunction with the Business Manager/Chief Operating Officer</p> <ul style="list-style-type: none"> • Monitor the performance of outside contractors on the estate • Ensure that contractors are aware of relevant health & safety measures in-force at the school and conform to all Health and Safety legislation whilst working on site • Inspect & report on completed contractors' work • Monitor (daily) the standards of cleaning provided by cleaning personnel, reporting these to the Business Manager and liaising with contracted cleaning company

- Carry-out checks and report on fire-fighting equipment in accordance with Health & Safety frequency and requirements
- Complete periodic (various: daily, weekly, etc.) inspection checklists for areas of the estate ensuring compliance requirements are met
- Monitor and facilitate the use of all school minibuses within the parameters of the school's policy

Health & Safety and Security

Under the direction of the Business Manager/Chief Operating Officer:

- Be able to work within the parameters of Health and Safety legislation at all times
- Ensure all required risk assessments are carried-out and completed, taking remedial action where necessary
- Ensure that appropriate signs/notices are displayed and not removed/defaced
- Be a key-holder and control routine and non-routine opening of the site & premises in line with specified requirements
- Close school premises, including gates, doors, windows, fire exits, etc., setting alarm system(s) as required
- Open/close school premises for contractors and emergency services, setting and turning-off alarm systems as appropriate
- Carry-out security procedures for the estate
- Regularly check the proper operation and function of security/fire alarm systems, ensuring emergency exits are not obstructed
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- Facilitate the appropriate access for booked lettings ensuring excellent Customer Service at all times.
- Ensure all compliance inspections are carried out in line with the necessary timescales and the details are logged accurately

Emergencies

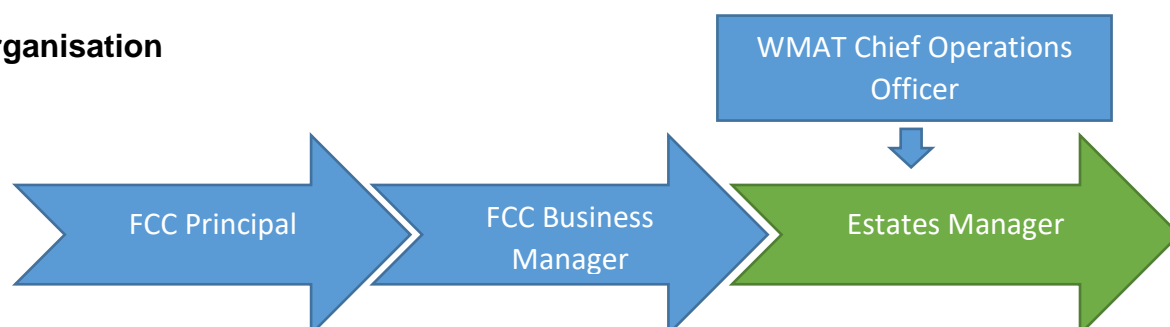
- Clean sickness and spillages
- Deal with bursts, leaks, floods, fires and breakages
- Deal with all electrical and gas emergencies, making safe and completing necessary reporting procedures
- Ensure access for emergency services at all times, assist as necessary and secure premises afterwards

Portering

- Ensure deliveries to the estate are correctly accepted, securely stored and distributed
- Move items of furniture, taking due regard to current Health & Safety and Lifting & Handling regulations
- Set-up rooms for meetings, outside lettings, examinations
- Clear and clean rooms after evening events and make-ready for next day
- Drive a school minibus as required

Key Skills	<ul style="list-style-type: none"> • Building maintenance experience; • Practical with good DIY skills; • Awareness of Health & Safety, security and hygiene requirements/issues; • Problem-solving skills; • Excellent customer service, negotiation and communication skills.
Additional Duties and Responsibilities	<ul style="list-style-type: none"> • Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body; • Uphold the school's policy in respect of safeguarding matters • Conduct required training such as First Aid, Fire Marshall, and compliance related courses • Administration • Back-up for other roles as requested • Ad-hoc duties
Training	<ul style="list-style-type: none"> • Training will be provided in school and externally as deemed necessary
Required attributes	<ul style="list-style-type: none"> • Excellent level of workmanship • Able to work on own initiative and as part of a team • Willing to work flexibly covering absence and extended lettings as required • Organised and able to prioritise, multi-task, work under pressure and to deadline; • Demonstrate tact, confidentiality and discretion at all times • Proactive, motivated, calm and demonstrating initiative • Friendly, with a sense of humour • Reliable and punctual • Willing and able to undertake training/development to broaden skills • Able to relate, communicate and empathise with students and staff • Enhanced DBS clearance • Medical clearance • Satisfactory references
Salary	WMAT pay scale WA7-25 – WA7-31 £34,275 - £38,793
Hours	36 hours per week to be worked 52 weeks per annum. 26 days annual leave, rising to 30 days after 5 years' service.
	This Job Profile provides the basis of a range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.

Organisation



Other Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none">• Be fully committed to safeguarding and promoting the welfare of children• Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.• To attend all Safeguarding and Child Protection statutory training, as required• Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times• Demonstrate empathy and kindness towards students and fellow staff
Professional Development	<ul style="list-style-type: none">• Take part in the school's staff development programme by participating in arrangements for further training and professional development• Continue personal development in relevant areas• Engage actively in the Individual Performance Planning process
Communications	<ul style="list-style-type: none">• Communicate effectively with the parents/carers of students, as appropriate• Where appropriate, communicate and co-operate with persons or bodies outside the school
Marketing and Liaison	<ul style="list-style-type: none">• Take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools• Contribute to the development of effective links with external agencies
Management of Resources	<ul style="list-style-type: none">• To assist the Business Manager to identify resource needs and to contribute to the efficient/effective use of physical resources• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students

Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone, or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Frogmore Community College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Estates Manager - Person Specification

Attributes	Essential	Desirable	Assessment
EXPERIENCE			
Site maintenance/improvement at an operational level		√	Application Interview Reference
Working effectively within a school environment		√	
QUALIFICATIONS			
Education to GCSE Level standard or equivalent (to include Maths & English)		√	Application; Reference
Trade qualification (e.g. carpentry, electrical, plumbing, etc.)		√	
Health & Safety qualification		√	
KNOWLEDGE AND SKILLS			
Knowledge of Health and Safety regulations and legislation		√	
Good working knowledge of a range of plant and equipment including Building Maintenance Systems		√	
Knowledge of statutory requirements and best practice guidelines relevant to Property/Facilities management		√	
Knowledge of quality standards for cleaning and maintenance	√		
Knowledge of COSHH and NEBOSH regulations		√	
Effective written and oral communication skills with people at all levels	√		
Creative approach to problem solving	√		
Ability to prioritise workload and work to deadlines	√		
Resilience and flexibility to work effectively and maintain standards under pressure and respond to complex demands	√		
Good organisational skills and accuracy	√		
Capacity to take responsibility and show initiative	√		
Excellent record keeping	√		
Awareness of data protection and confidentiality	√		
PERSONAL QUALITIES			
Ability to work effectively as part of a team	√		Application Interview Reference
Ability to inspire, support and energise others to achieve a common purpose	√		
Commitment to high standards	√		
Adaptable, flexible and creative	√		
Enthusiastic	√		
Hold a full driving license	√		
Commitment to the safeguarding and welfare of all students	√		
Understanding and recognition of the principles of equality and diversity	√		
Physical ability to carry out the duties of the post with reasonable adjustment where necessary	√		
Commitment to regular and on-going professional development	√		



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