



Warlingham School
& Sixth Form College

Wide Horizons
High Aspirations

Candidate Pack

Facilities & Operations Manager

Full or Part-time Considered

Grade TLT9/10 depending on experience
£35k-£44k



Warlingham School



Wide Horizons
High Aspirations

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



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May/June 2022

Dear Candidate,

Thank you for enquiring about this post. This brochure has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this will be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School and have opportunities which enable them to develop into young men and women who will contribute positively to society. Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary.

We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

If this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage. Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Mr P Foster
Headteacher



FACILITIES & OPERATIONS MANAGER

ADVERTISEMENT

This key strategic role will support school and trust leaders by taking the lead in facility development to meet current and future school needs within available resources. You will need to take a pro-active approach in developing three-to-five-year plans for maintenance and other project work at the school and together with the Premises Manager and Finance team, ensure efficient implementation and value for money.

You will also lead the coordination of Health & Safety and Data Protection compliance, being the main conduit to the Trust's external consultants in both of these areas and occasionally supporting our primary schools as necessary.

The successful candidate will join a forward-thinking Trust and enjoy our many staff benefits which include:-

- Generous holiday entitlement
- Family friendly policies
- Local Government Pension Scheme
- Employee assistance programme
- Lifestyle and retail discounts, sports and social events
- Training and development opportunities
- Staff sports and social events

We are keen to hear from experienced managers with good attention to detail, excellent communication skills/written skills and a pro-active approach. You will take pride in our school and be able to influence others to ensure high standards are maintained.

Please do not hesitate to contact us if you have any queries and we welcome visits to the school/trust if you would like to have an informal chat about this position.

Closing Date: 10am, Monday 27th June 2022

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



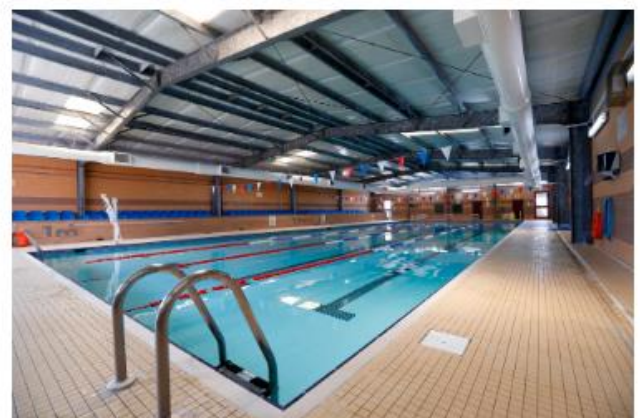
CONTACT DETAILS AND HOW TO APPLY

Designated contact for this vacancy:

- Name Paul Kinder, Snr Deputy Head
- Number 01883 624067 x 2002
- Email address p.kinder@warlinghamtlt.co.uk

Please complete the Trusts **application form** and return this electronically with any requested supporting documentation to: hr@tandridgelearningtrust.co.uk. Please note that CVs will not be accepted.

Closing Date: 10am, Monday 27th June 2022





Role Profile

Part A - Grade & Structure Information

Job Family Code	9/10BF	Role Title	Facilities & Operations Manager
Grade	TLT9/10	Reports to (role title)	Headteacher
JE Band	314-438	Date Role Profile was created	May 2022

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs

To support the Senior Leadership Team of the school by providing a comprehensive facilities and operational management service.

This role will take the lead in strategic facility development at Warlingham School, developing the detailed plan to meet current and future needs, within available resources. The role will support the Premises Manager in developing three-to-five-year plans for maintenance work at the school. Develop business cases and project plans to ensure that all projects are managed efficiently and effectively, ensure value for money and are in accordance with legislation and Trust procedures.

Be the lead coordinator for all H&S and information requests (GDPR, SAR etc) at Warlingham school and offer advice to the primary schools as required. Be the main conduit to the Trust's external consultants in these areas.

In addition, the post holder may provide facilities advice to other schools in the Trust.

Project Management & Strategic Premises Management

- Lead on facility projects, developing business cases and project plans for resourcing and ensuring due diligence.
- Ensure value for money and liaise with finance and budget holders in relation to funding streams.
- Co-ordinating the communication and resourcing for all projects.
- Undertaking risk management for Warlingham school, ensuring all risk assessments are completed and the necessary checks are in place to meet statutory/legislative requirements.
- Support the Premises Manager in developing a three-to-five-year maintenance plan and agree this with SLT for inclusion in budget planning. Oversee the maintenance plan implementation by the Premises Manager.
- Oversee the Premises team, supporting the Premises Manager to ensure day to day and longer-term work plans are in place to meet the needs of the school.



	<p>Contracts / Contractors</p> <ul style="list-style-type: none">• Managing facility contracts eg cleaning, including attendance at contract meetings, ensure contract performance through KPI monitoring, and support contract negotiations across the Trust (for example cleaning, grounds)• Managing contractors, including contractor compliance checks, audits and record keeping.• Ensuring service specifications for contracted services are developed and provided to prospective contractors for bids and quotes to ensure consistency of quotes and tenders.• Be familiar with the Trust financial regulations in relation to all tendering. <p>Lettings Management and Development</p> <ul style="list-style-type: none">• To pro-actively monitor the lettings of campus premises to outside organisations.• To ensure lettings are compliant in respect of documentation, health and safety, safeguarding, insurances etc. <p>Compliance</p> <ul style="list-style-type: none">• To ensure the school is compliant with all statutory guidance, relevant legislations and professional standards relevant to facilities management• Ensure maintenance of a school asset register and contribute to the risk register• To be the lead co-ordinator (Trust wide) on matters relating to GDPR and information requests, ensuring statutory actions and seeking advice from the DPO as required. <p>Health & Safety</p> <ul style="list-style-type: none">• Assume responsibility, under the guidance of the Trust's health and safety lead professional for all aspects of health and safety matters at Warlingham School. This includes risk assessments, health and safety procedures, fire safety, site security and emergency planning procedures• Champion health and safety for the school, including modelling best practice and ensuring training for all premises staff.
Work Context	Large secondary school with 16-19 provision within a MAT.
Line management responsibility	Premises Manager Lettings Co-ordinator Health and Safety Officer
Budget responsibility	TBC



**Representative
Accountabilities**

Typical
accountabilities in
roles at this level
in this job family

Analysis, Reporting & Documentation

- Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.
- Analyse and make recommendations for improvement or development of existing systems, processes or policy.

Service Delivery

- Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance.
- Provide specialist/professional advice and recommendations within specific parameters to support informed decision making.

Planning & Organising

- Plan workloads and secure resources to enable the team/s to achieve a quality service.
- Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery.

Finance/Resource Management

- May assist with budget/resource management in accordance with the organisation's policies and procedures.
- May have delegated responsibility for a budget(s).

Work with others

- Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.

People Management

- May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.
- Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.
- Operate as an individual responsible for the delivery of a high level/complex service.

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

To have regard to and comply with safeguarding policy and procedure as appropriate.



Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.• Excellent IT Skills• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.• Ability to understand, meet and exceed customer expectations.• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.• Proven ability to manage a range of projects through to completion.• Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public.• Previous management experience including staff supervision, development and organisational skills.
Details of the specific qualifications and/or experience	<ul style="list-style-type: none">• Facilities/Estates Management or Health & Safety qualifications are preferable, although relevant and significant previous experience will also be considered.• Personable with good team building and people management skills.• A flexible and positive approach to work, with the ability to work to deadlines and prioritise accordingly• Good written and analytical skills to develop business cases with supporting financial quotes and project plans• Good communication skills• Working knowledge of Health & Safety (able to refer to professional support if/when required)• Working knowledge of GDPR and Compliance (able to refer to professional support when required)
Role Summary	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively, they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost-effective way and improving quality standards. Forward planning could be for months ahead, and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>



ABOUT WARLINGHAM SCHOOL

Warlingham School & Sixth Form College is a fully comprehensive community-focussed, school, with a PAN of 240. The School provides a caring, supportive environment, where staff and students work with integrity and respect. The school places a high importance on its key values of Commitment, Courage and Kindness, which we strive to make a reality every day.



At Warlingham, we want our students to be safe and happy at school and as a result, enjoyment and engagement are important elements of life at our school. Our student leadership programmes help our students to develop the confidence, grit and resilience needed to be successful in later life. These qualities will help them to develop into well-rounded young people, ready to make a positive contribution to the local community and to wider society in general.

Students are encouraged to have high aspirations so that each can be the very best that they can be, whatever their starting point. Members of staff go the 'extra mile' for students and are dedicated to nurturing young people's talents and aspirations. We expect our students to work hard, behave respectfully, dress smartly and take pride in their achievements.

Our students are also encouraged to have wide horizons and to experience a broad range of opportunities and experiences that enable Warlingham students to grow into confident, articulate young adults who enjoy their time at school and leave with the skills, qualities and qualifications required to face the challenges of the future. Our thriving House system provides a sense of belonging and lots of healthy competition as well as a caring and supportive pastoral structure.

The Sixth Form College is home to around 200 happy and successful students and offers a wide range of courses, including both A Level and Vocational Courses. Our sixth form provision is under review; students currently select one of several enrichment courses, such as the Duke of Edinburgh Award Scheme or the Extended Project Qualification (EPQ).

Our strong pastoral system continues to support our college students and the personalised approach we offer helps them to achieve their goals in a secure and nurturing environment. Extra-curricular trips, whether a geological visit to Iceland or a trip to Auschwitz run by the Holocaust Educational Trust, all enrich and broaden horizons. Local community-based activities help to develop students' understanding of citizenship and commitment whilst further developing their employability skills.

With the opportunities provided and the quality of the teaching and learning support, it is no surprise that a significant percentage of students go on to be successful at Russell Group universities such as Cambridge, Kings College and Imperial College.





Students

Many of our students live in Surrey and others come from the southern part of the London Borough of Croydon; most of the students live within a three-mile radius of the school. Our students represent a broad socioeconomic mix.



There are currently 1,411 students on roll including the Sixth Form College. Although many students stay on for Key Stage 5; we would like to encourage a higher proportion to stay with us. The School is oversubscribed for the Year 7 intake each September.

Facilities

Located south of Warlingham, the purpose-built school sits on an extensive, 20 acre site, with good commuter access by road and two stations within half a mile. The buildings are well maintained, some recently modernised and refurbished and the facilities include extensive adjacent playing fields, a dedicated sixth form block, a fitness suite and a 25-metre swimming pool.

The School has made significant investments in technology, with several computer suites and two state-of-the art scientific laboratories.

Staff

The quality of teaching is clearly central to the success of any school. Teachers are the greatest resource a school has. We employ dedicated individuals with positive attitudes and high standards. All our staff go the 'extra mile' for students and take time to nurture young people's talents and aspirations.

Learning takes place in a purposeful and well-disciplined environment, in which students are encouraged to be actively involved in their learning through investigation, problem-solving, discussion, practical work and research. Ofsted inspectors have praised the quality of teaching throughout the school, and the exemplary behaviour of our students. Information about our latest Ofsted report is available on our website:

<https://www.warlinghamschool.co.uk/63/ofsted>

There is a healthy balance between established and newly qualified teachers, and the school is committed to ensuring access to a wide range of CPD opportunities. Warlingham School & Sixth Form College offers teacher training through our School Direct courses, which are designed as school-centred initial teacher training routes and are a popular choice for those who hope to secure a role in the network of schools where they train. The School Direct Programme is provided through the South East Learning Alliance, of which we are a member school.

The teaching staff are well supported by the senior leadership team and a range of experienced teaching assistants and learning mentors who help support additional needs. All support and administrative staff share the same commitment to our caring and respectful school ethos. In addition, we work closely with the MAT team who provide a range of support services for the schools.



Our Values and Aims

Warlingham School & Sixth Form College provides a caring, supportive environment, where children and staff are happy, where everyone works with integrity and respect, and is challenged to reach their highest possible achievement.

Learning takes place in a purposeful and well-disciplined environment in which students are encouraged to be actively involved through investigation, problem solving, discussion, practical work and research.

Ofsted inspectors have praised the quality of teaching throughout the school and the exemplary behaviour of our students. Staff have high expectations of students and provide a range of challenging experiences for all abilities, leading to good examination performances and an enjoyment of learning.

We take our motto of “Wide Horizons, High Aspirations” very seriously and build in opportunities for our students to develop as individuals through the taught curriculum and an extensive range of additional activities.

HIGH ASPIRATIONS: ‘Be the best you can be’

WIDE HORIZONS: ‘Be inspired to experience more than you thought possible’

Values - Our key values are commitment, courage and kindness.

Aims – We intend to:

- help every student, and every member of staff, to achieve more than they ever thought possible, regardless of their starting points,
- be a community of excellence where we hold high expectations for success in ourselves and in others,
- foster an environment where individuals take responsibility for themselves and show respect for others as part of a healthy and safe community,
- value and embrace the fact that we are all different and show tolerance for the beliefs, faiths and opinions of others,
- prepare students for successful and fulfilling adult lives by giving them opportunities to experience work, volunteering and to participate in their community,
- help our students to develop into articulate, confident, courteous and considerate citizens
- promote a love of learning by high quality and engaging teaching which delivers great learning outcomes, and
- celebrate the varied achievements of all students and all members of staff.



Tandridge Learning Trust

Tandridge Learning Trust was formed in 2017 by five Tandridge schools. It is a cross-phase Multi-Academy Trust (MAT) comprising one secondary (Warlingham School & Sixth Form College), and four primary schools (Bletchingley Village Primary School, Hamsey Green Primary School, Tatsfield Primary School and Woodlea Primary School).

Tandridge Learning Trust recognises and respects the unique culture and ethos of each individual school and has high aspirations for every child and every school; sharing best practice and inter-school collaboration to improve teaching, learning and outcomes for children.

The Trust provides robust challenge combined with relevant support for each school to ensure that every child, no matter their ability or circumstances, achieves their best possible outcomes.

It also provides wider opportunities for students and staff by broadening the curriculum offer, sharing specialist staff and improving professional development. This broader curriculum and opportunities for development and movement within the Trust creates an attractive working environment and aids in staff recruitment and retention.

The structure also provides more possibilities for robust succession planning and encourages the development of school leaders.

Working together as a group of similarly minded schools creates more opportunities for economies of scale, eventual efficiencies in the provision of centralised services and access to additional funding.

By operating as a cross-phase Multi-Academy Trust, the schools can improve the transition between primary and secondary phases and thus raise learning outcomes.

Tandridge Learning Trust is governed by a Trust Board which is responsible for the strategic decision-making and financial prudence of the Trust.

