



Facilities Manager

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Facilities Manager – Start date December 2021/January 2022.

Permanent/Full time, 37 Hours a week, start and finish times flexible and to include a half hour unpaid break. Monday to Friday (with occasional ad-hoc work at weekends), all year round Actual salary £35,791 - £39,687pa (pending pay award) depending on experience. Accommodation is available on the school site (2/3 bedroom bungalow) at a considerably discounted monthly rental

Furze Platt Senior School is proud of its spacious school estate which includes a state of the art teaching block, a recently constructed theatre seating 400 people, a gym, dance studio and astro-turf as well as classrooms with up-to-date IT equipment and newly refurbished café facilities. We are looking for someone with experience in site management and maintenance to assume the role of Facilities Manager, managing a strong site and cleaning team and continuing the enhancement of the learning environment for our students and staff. This will include planning and management of all aspects of the school estate such as capital projects, repairs and maintenance, grounds maintenance and health and safety, in line with statutory and regulatory requirements.

Security is of utmost importance, and you would be responsible for keeping the site safe and secure. The role involves management of the site and cleaning team (approximately 10 staff members) ensuring they are aware of priorities and work as a team to support the school in the achievement of its objectives. Making staff aware of health and safety is important as is ensuring that the school is both safe and welcoming for students, staff, parents/carers and visitors. Reporting to the Head of Operations, the successful applicant must be able to put together site maintenance and development plans, identifying and costing out short, medium and longer term priorities. In addition, you will carry out risk assessments relating to the school premises and ensure that control measures are implemented. As a school we are keen to support a community effort towards sustainability and this role plays a key part by contributing to waste reduction and taking the lead in energy efficiency initiatives.

If you have experience in managing people and projects, are a team player and relish the opportunity to work in a busy environment where no two days are the same this would be an exciting opportunity for you. You would be joining a strong and enthusiastic Senior Business Team which works alongside a dedicated Senior Leadership Team in a school which strives daily to achieve excellence. Living on site in the school bungalow is preferred, however all applicants with the right experience and skills will be considered.

*For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.*

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: 9am 22nd October 2021
Interviews will take place: Wednesday 3rd November 2021

Dear Candidate,

Thank you for your interest in this post. I hope you find the information provided useful and look forward to receiving your application.

Furze Platt Senior School is an extremely rewarding school in which to work. Our school culture is based on our ACHIEVE values. These prioritise **A**mbition, **C**ollaboration, **H**appiness, **I**ntegrity, **E**ndurance and **V**ersatility in the pursuit of **E**xcellence. Relationships are a strength of our school with students and staff wanting to work with and for each other.

We are a highly inclusive, comprehensive and local school with virtually all students living within walking or cycling distance. As the largest school in Maidenhead we are able to offer our students a wealth of options within and beyond the classroom. Similarly, our staff have a wide range of CPD and promotion opportunities.

We are keen to encourage every child to ACHIEVE *their* excellence whether that be a highly academic place at Oxbridge, a more vocational route or one of the many other pathways open to them. By offering opportunities throughout their school careers we ensure students are not just well-qualified but mature young adults who we are proud to know.

Furze Platt Senior School was rated 'Good' by Ofsted in our most recent inspection (September 2016). We have nearly 180 caring, committed and good humoured teaching and support staff together with an oversubscribed school population of approaching 1500 students. This is a school where staff and students work together to achieve high standards and excellent outcomes.

'Pupils achieve highly at this school' - Ofsted

Our student body is taken from the town of Maidenhead, 30 miles west of London, and from other parts of Berkshire and Buckinghamshire. Whilst overall the area is affluent, ours is a truly comprehensive school, with students from all social, economic and ethnic backgrounds. The school is popular and well regarded in the local community. Parents and carers are supportive, seeking to work with us to support their children.

'The quality of teaching and learning is strong. Teachers' strong subject knowledge and good behaviour management skills help pupils to learn effectively' - Ofsted

Our vertical tutor group system emphasises our sense of community. The House system is the basis for our pastoral care and support, as well as offering friendly competition. We have a specialist unit for students with autistic spectrum disorder, and provide excellent support for those with academic or emotional difficulties.

Our curriculum is broad and balanced, and aims to meet the differing needs of students. Students follow the National Curriculum at Key Stage 3 including learning two modern foreign languages. Towards the end of Key Stage 3 students are supported with the selection of their GCSE options and the school works hard to ensure every student is able to study the subjects they have chosen.

Our Key Stage 4 curriculum provides an appropriate mix of GCSE subjects including English Language and English Literature, Maths and Single Sciences, Humanities, Languages, Art, Drama, Music, Technology, Computing, Business, Psychology and Philosophy and Religion. Students can also opt for more vocational subjects such as Creative iMedia, Leisure and Tourism and Child Development. Standards are very high; students make good progress and many departments have results above the national average.

The Sixth Form is an undoubted strength of Furze Platt Senior, with around 300 students. The broad curriculum offer and high standard of teaching has led to excellent examination results. A very large number of sixth formers progress to highly rated apprenticeships and university. Sixth Form students are also expected to undertake community work in or out of school, including paired reading and maths schemes, and acting as subject prefects or mentors. They make a significant contribution to the school.

'Teaching in the Sixth Form is consistently good... students made very strong progress in both academic and vocational subjects [and] are excellent role models for younger pupils... the proportion of A* and A grades has also increased' - Ofsted

We also believe passionately in music, drama, the arts and sport, and have some excellent facilities to support these including a Dance studio, two state of the art Drama studios, a professional recording studio, practice rooms and a recent addition of a gym and all-weather astro-turf. There are a large number of music and drama productions, along with recreational and competitive sport.

In recent years we have opened a new English and Science block, along with a new 400 seat state-of-the-art Theatre. We invest in our staff, facilities and resources enabling our students to benefit from the great opportunities we have to offer.

We have a strong team of teaching staff and are committed to developing our teaching to ensure that even more students reach their full potential. To this end, we invest heavily in teachers' professional development. Staff are encouraged pursue their interests in all aspects of pedagogy and benefit from staff coaching. Staff attend a range of internal and external courses, and we encourage staff to visit other schools to see examples of best practice.

Furze Platt Senior School is an exciting school in which to work. I hope that the information in this pack inspires you to apply to work with us. Should you require any further information, then please visit our website (www.furzeplatt.com) or contact me via my P.A. Mrs Jacky Phillips email jacky.phillips@furzeplatt.net.

With best wishes

Dr Andrew J Morrison (BA Hons, PGCE, MA, PhD)
Headteacher



Facilities Manager

Line Manager:	Head of Operations
Line Manager for:	Site Team, Cleaning Team
Main Purpose of Role:	Effective and efficient management of the school sites and grounds, including building fabric, service installations, energy/environmental management and lettings to enhance the learning environment for students and staff. This will include planning and management of all aspects of the school estate including repairs & maintenance and health & safety in line with statutory and regulatory requirements.

Main Duties:

- Oversee site and premises security. Ensure that relevant security arrangements are in place to provide a safe and secure site with appropriate access at all times. Assume responsibility for ensuring there is adequate site presence during agreed opening times and that out of school hours on call arrangements for emergencies and alarms are in place 24/7.
- Manage the school site team ensuring that staff are aware of the priorities and that the systems in place support the school in the achievement of its objectives. This will include the supervision, management, appraisal and development of the staff that are directly supervised.
- Manage the school cleaning team and ensure high standards of cleaning throughout the school. This will include the recruitment of cleaning staff, developing cleaning schedules, regular monitoring of the provision and taking remedial action as required.
- Arrange and monitor the training of all staff in health and safety including new starter inductions as well as specific specialist training e.g. COSHH, working at heights, ladder training, manual handling etc.
- Ensure the school is safe and welcoming for students, staff, parents and visitors. Carry out regular site inspection walks and arrange emergency repairs as and when required to minimise disruption to the school working day.
- Identify daily and weekly maintenance priorities and ensure work is completed to the required standards and within appropriate time scales.
- Produce a Maintenance Development Plan, taking note of conditions surveys, in which short, medium and long terms priorities are identified and costed.
- Be responsible for carrying out all risk assessments relating to the school premises and ensure control measures are implemented and monitored for all health & safety, premises and security related items. Ensure that the suite of risk assessments is reviewed, updated and signed off annually.
- Work with the Head of Operations with the development of bids for capital funding opportunities. Manage tender and contract procedures, ensuring that accurate evidence of best value is maintained. Work with the Head of Operations on the selection of contractors. Ensure contract procedures are followed at all times.
- Oversee the management all building projects on site and liaise with contractors to ensure completion and quality of work along with maintaining the safety of staff and students. Ensure that disruption to the daily routine of the school is minimised.
- Act as the health & safety co-ordinator for CDM projects, asbestos control manager, lead on fire safety and legionella control manager.
- Manage the grounds maintenance contractors and oversee the presentation of the school grounds taking remedial action where necessary. Put practices into place to ensure the school site is litter free.
- Oversee key school events, both during the day and evening, deploying the site team effectively. Manage the use of the school car parks for events and functions.

- Facilitate all lettings, ensuring the areas for hire are cleaned, set up, appropriate for use and left in a good condition by hirers. Liaise with hirers as necessary and provide emergency contact details.
- Support the wider school environmental sustainability plan including driving energy efficiency, reducing and recycling waste and promoting a litter free environment.
- Oversee waste management and control of pollution for the premises, ensuring that waste is collected and categorised in a timely manner.
- Oversee the management and maintenance of the school minibuses, ensuring that all maintenance checks are carried out and remedial action is taken where necessary to ensure the safety and security of the students and staff using the minibuses. Keep records of authorised minibus drivers and ensure minibus driving qualifications are up to date.
- Acts as a point of contact with the community/school neighbours, building up good relationships and resolving any issues.
- Take responsibility for maintenance of school asset management system. Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Others:

- Maintain confidentiality at all times
- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days.)
- To participate in and undertake Staff Appraisal and absence management meetings.
- To undertake a thirty minute duty each week.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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

Facilities Manager

Person Specification: Facilities Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English and Maths at Grade 4/C or above (or equivalent) Good Microsoft Office skills, particularly Word and Excel Qualified in an area of building maintenance, e.g. plumbing, carpentry etc Eligible to work in the UK 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application form</p>
Experience of: <ol style="list-style-type: none"> Experience of working in an environment with children or young people. Experience of working under a pressurized environment with competing deadlines. Experience of supervising and appraising staff. Experience in Site Maintenance and management. Experience of Environmental management in particular waste management. Experience, knowledge and competence in the management of health and safety. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form and interview</p>
Vision and Strategy: <ol style="list-style-type: none"> Vision aligned with Furze Platt Senior School of high aspirations and high expectations of self and others. 	<p>✓</p>		<p>Interview</p>
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> The ability to manage projects and budgets. The ability to enthuse and inspire others and has a 'can do' attitude. A passion for and relentless determination that every student develops and succeeds. Excellent listening, communication skills and high levels of emotional intelligence. Good ICT skills. Strong organisational and time-management skills and ability to work under pressure. Resilience and optimism to lead through day-to-day challenges in a busy school environment. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. High levels of honesty and integrity, confidence and self-motivation. Physically fit, able to bend, lift and use ladders. Ability to communicate fluently in accurate spoken and written English. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Interview</p>

Other: <ol style="list-style-type: none"> 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References
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