

**Kempston Rural Primary School**

Facilities Manager

Application Pack

Dear Applicant,

Thank you for your interest in applying for a position at Kempston Rural Primary School. We currently have a vacancy for a Facilities Manager to begin as soon as possible. The post is a full time permanent position worked over split hours each day to allow for unlocking and locking of the school site.

Kempston Rural Primary School is a popular two form entry school with 440 students on roll, EYFS through to Year 6. Our Pre-School provision caters for 24 three year olds and is a school led provision meaning that it is overseen by the Head Teacher and Governors. Kempston Rural Primary is a friendly and welcoming school with pupils that love to learn and staff that work hard to ensure the best possible outcomes for all.

We are rightly proud of our building and grounds which we take a real pride in and we are looking for someone who will share this sense of pride and responsibility to ensure that it remains as clean, tidy and loved. The cleaning of the premises is contracted out, however, the facilities manager monitors the work and liaises as needed with the contractor’s management team. The site has no gas and is heated via heat source pumps.

To fully appreciated the role and our site requirements we warmly invite interested persons to visit before applying. Please call the school office, 01234 854286, to make an appointment. I look forward to meeting you and should you require any further information please do not hesitate to contact me.

Yours sincerely

Mrs. A. Stanbridge

Head Teacher

**Vacancy**

Salary range - £27,803 - £30,262

We are seeking a new Facilities Manager - Starting as soon as possible.

We are committed to safeguarding children and adopt safer recruitment procedures.

Posts are subject to enhanced DBS clearance.

Interview Date: TBC



Included within this application pack:

* Head Teacher’s welcome
* Background Information about our school
* Job Advertisement
* Job description and personnel specification

Full details and an application form, Declaration of criminal Record and are on our website at [www.kempstonrural.co.uk](http://www.kempstonrural.co.uk) .

Please go to the ‘more’ tab along the top bar of the home webpage to access the ‘vacancies’ information.

We warmly invite you to visit our wonderful school, please let us know you would like to meet us by ringing the school office on 01234 845286 or emailing the school office at office@kempstonrural.co.uk.

I hope this information will encourage you to submit an application.

**Head Teachers Welcome**

Thank you for considering Kempston Rural Primary School as your next place of employment.

At Kempston Rural we work together to ensure a safe, secure and friendly environment and ethos where children’s academic and social potential can be realised. We pride ourselves on the nurturing environment that we provide.

Children are happy and enjoy their time at our school and this is achieved, in part, by ensuring that educational opportunities are challenging yet achievable, stimulating and fun. We fully believe that happy, secure children make good learners.

Our school building provides an excellent base for learning and is highly equipped to facilitate and maximise children’s potential.

Partnership between home and school is greatly valued by our Governors and Staff and we work together to provide the best possible education for each and every child.

In appointing, the successful applicant will be hardworking, flexible, able to meet deadlines, computer literate, practical and able to complete small maintenance jobs, understand H&S with the ability to monitor and update policy, a good communicator, calm and kind personality, smartly presented, is able to take direction as well as manage own workload and is diligent in all they do. In return, Kempston Rural is a fabulous environment in which to work, it is highly resourced, has a friendly and supportive staff team alongside children who love learning.

If you require further information, please do not hesitate to contact me at school.

Mrs A Stanbridge

Head Teacher

**Contextual Information**

**School Site**

Kempston Rural School has existed since 1844 where it began in a Victorian building located in Church End, Kempston. This lovely building could accommodate a maximum of 100 children which, unfortunately, by 2013 did not provide enough spaces to educate more and more children as they moved into two new housing estates being built locally. Therefore, in 2014 we packed everything up and moved to our new site in Martell Drive. Over the following years we steadily increased our pupil numbers, from the Reception class upwards until in 2020 we reached maximum capacity. We now have an extensive site educating children from the Reception to Year 6 and offer a two form entry system. Our Pre-School is very much part of the school, it consists of a classroom and a lovely outdoor area for our youngest children to use. It offers 30 hours’ provision for those that want it.

**The Staff**

Our staff of over 60 includes 5 senior leaders, teachers, teaching assistants, SENDCo, Pre-School staff, mid-day supervisors and site management team. We also have a dedicated office team of 3 who happily support the whole school environment.

**Governance**

Our governing body is made up of 9 Governors who have been supporting the school for many years. We currently have a full governing body.

**The children**

We are extraordinarily proud of all the children that attend our school. Alongside the National Curriculum, we strive to provide additional opportunities for our children to prepare them not only for their next stage of learning, but also for life. We offer opportunities for leadership, participation in after school clubs, economy leader scheme ‘Kempston Coins’ and supporting the local community.

 **Kempston Rural**

 **Teaching Assistant**

 **Job Description**

|  |  |
| --- | --- |
|  |  |
|  |  |

**JOB TITLE:** Facilities Manager

**RESPONSIBLE TO:** Head Teacher

**JOB PURPOSE:** To manage and maintain the school buildings and grounds

**Main duties and responsibilities:**

* Management of budget related to school maintenance
* Security of premises
* Cleaning and hygiene
* Maintenance of furniture, fittings and equipment
* Maintenance of buildings, including co-ordination of School Asset Management Plan
* Maintenance of grounds
* Health & Safety
* Energy Management and Conservation
* Porterage
* Carry out handy person duties in respect of minor temporary repairs – see appendix A which is indicative and not necessarily conclusive

|  |
| --- |
| **Management of school maintenance budget** |
| Plan and agree budget for maintenance in consultation with bursar and Head Teacher. |
| Arrange for ordering of supplies and equipment in accordance with budget plan and school procurement procedures, maintaining accurate records of expenditure. |

|  |
| --- |
| **Security of premises** |
| Ensure that the buildings are opened as required, including for hirers of any part of the premises. |
| Ensure that all doors and windows are secured. |
| Ensure that all lights, heaters and gas controls are turned off every night. |
| Set and respond to alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion. |
| Ensure that fire extinguishers are in position and are checked regularly.  |
| Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety. |
| Undertake the responsibility of key holder, arranging for a deputy as necessary. |
| Ensure that equipment is security coded and maintain inventories, including serial numbers of items. |
| **Cleaning and Hygiene** |
| Ensure that standards of cleanliness and hygiene are maintained throughout the premises. |
| Ensure that stocks of cleaning materials, soap, paper towels etc are maintained and replenished as necessary. |
| Ensure that all cleaning materials are stored and utilised in line with COSHH and county regulations. |
| Ensure that litter and graffiti are removed from both inside and outside the buildings. |
| Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety. |
|  |
| **Maintenance of furniture, fittings and equipment** |
| Ensure that furniture, fittings and equipment are checked regularly, including electrical testing, effecting repairs and replacements as necessary, advising Head Teacher where major expenditure is required. |
| Ensure that all rooms are appropriately equipped with furniture and that equipment is in position. |

|  |
| --- |
| **Maintenance of Building, including co-ordination of School Asset Management Plan** |
| To prepare and maintain School Asset Management Plan, reporting as appropriate to Head Teacher and Governing Body.  |
| In liaison with Head Teacher to devise and implement an annual maintenance programme. |
| Make arrangements for routine repairs and maintenance work to be carried out, as directed by Head Teacher. |
| Ensure that a system is in place for staff to report repair and maintenance issues as they arise. |
| Supervise contractors who are on the school site. |
| Carry out handyperson duties in respect of minor or temporary repairs and decorating. |
| **Maintenance of grounds** |
| Liaise with contractors in respect of grounds maintenance. |
| Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc. |
| **Health & Safety** |
| Be aware of and adhere to all County Council policies and procedures on health and safety, including asbestos procedures. |
| Attend health & safety courses, including training on asbestos, as directed by Head Teacher. |
| Undertake health and safety monitoring procedures, in accordance with school’s health and safety policy. |
| Carry out Risk Assessments, as required.Review and update the H&S policy on an annual basis. |

|  |
| --- |
| **Energy Management and Conservation** |
| Ensure that the school is at an appropriate temperature by 9 a.m. each school day. |
| Ensure optimum use of heating system, manually shutting down at any time when not required. |
| Check room thermostats, thermostatic radiator valves and fan convector thermostats. |
| Ensure services are closed down during school holiday periods. |
| Order fuel supplies, as necessary, ensuring that adequate supplies are maintained. |
| Ensure that boiler house is kept clean and tidy, that no flammable liquids or materials are stored there and that routine checks of time and temperature controls are carried out. |
| Monitor use of fuel and water, by taking monthly readings of all meters, and report promptly any fault giving rise to excessive consumption.  |
| Ensure that weekend boiler/security checks are carried out during the heating season. |
| Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations. |
| Ensure that taps and toilets are operational and efficient. |
| **Porterage** |
| Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required. |
| Undertake porterage of equipment, furniture and materials within the premises, as required. |

|  |
| --- |
| **Management of Lettings** |
| Ensure that all lettings are serviced appropriately. |
| Ensure that appropriate records are kept, to enable lettings claim forms to be completed and in order that reconciliation between lettings income and expenditure can be undertaken. |
| **General** |
| To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure and confidential and sensitive information. |
| To undertake any other duties of a similar level and responsibility as may be required. |

Building maintenance related duties - carry out handyperson duties in respect of minor temporary repairs (see Appendix A).

**Appendix A**

HANDYPERSON TASKS – not conclusive but indicative

Plumbing

* simple tap repairs
* clearing blocked sinks, wash basins, etc.
* clearing drainage blocks (above ground level) where visible and accessible
* replacement of toilet seats
* cleaning gutters, rainwater pipes and gullies
* attention to simple leaks suing compression or plastic fittings as appropriate
* thoroughly flush through cold water installation at the end of each holiday period
* weekly water checks

Electrical

* replacement of all types of tubes and lamps
* re-fixing of dislodged light fitting diffusers
* removal of broken light fitting diffusers
* replacement of missing screws from light switches and socket outlets
* replacing fuses (on a like-for-like basis)
* fitting of new and replacement plug tops
* regular sound testing of all bell circuits, fire alarms, class change, etc.

Joinery

* simple repairs to skirting’s, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks
* re-fixing or replacing door stops, restraining catches, hooks, etc.
* easing doors for correct opening and closing, like-for-like hinge replacements
* fix shelves and pin boarding
* replace coat hooks, curtain tracks, etc.

Decoration

* simple type redecoration, using proprietary paints and finishes

Heating

* check all heating elements

Energy

* regularly, once per month, electricity and water meters
* check for correct settings and operations of all thermostats
* Furniture
* simple repairs to desks, chairs and other minor repairs to loose equipment

Miscellaneous

* simple repair or replacement of window catches, handles, hinges and stops. Easing for easy opening
* replace isolated damaged wall tiles splash backs with like-for like
* temporarily block off broken windows
* minor running repairs to fences and gates of all descriptions
* re-erect dislodged signs and / or fix new ones

Ventilation

* ensure that all rooms are correctly ventilated both in and out of school hours

**Personal Specification**

**Job Title: Facilities Manager**

|  |  |
| --- | --- |
| **Attributes** | **Essential** |
| **Education/****Qualification** | Experience of facilities management |
| **Skills/****Knowledge/****Aptitude** | Basic handy-person skills, able to carry out minor repairs including:some simple plumbing and joinery work.Literacy skills - able to read instructions, and maintain work related recordsAble to work without supervisionContribute positively to the work of the teamFollow instructions and procedures eg security systems and proceduresAble to communicate politely and tactfully with school premise usersAble to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English |
| **Competencies** | Able to form appropriate relationships with young peopleUnderstanding of issues relating to facilities management and administration within a large organisationAbility to solve complex and varied problems Ability to identify priorities quickly and accuratelyExcellent interpersonal skills; tact and diplomacyExcellent organisational skillsHigh level of IT skills |
| **Equality Issues** | Able to identify some types of discrimination that commonly exist.  |
| **Specialist Knowledge** | Knowledge of Health and Safety |
| **Education and Training** | Willingness to undertake relevant training. |
| **Motivation** | Ability to work with autonomy within set boundariesCommitment to own professional development |
| **Physical** | Physically fit and able to lift  |
| **Other** | Able to adapt to changing operational demands in terms of tasks undertaken |