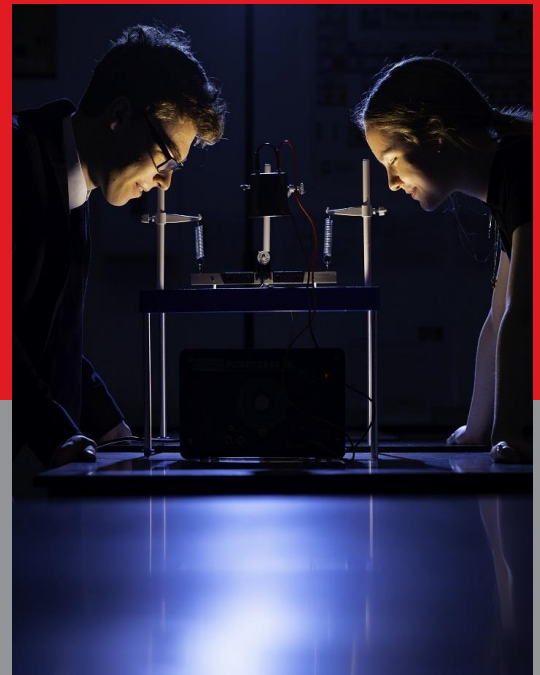




# JOIN OUR TEAM

*'Students are courteous and helpful to each other and to visitors. They are respectful of each other's views, beliefs and feelings. The school is a calm, orderly community and has a strong ethos for learning.'*

*Ofsted, 2014 (Outstanding)*





## PROPERTY SERVICES MANAGER

<b>POSITION:</b>	Property Services Manager
<b>TYPE::</b>	Support Staff, Range 6 Full time, permanent
<b>PAY:</b>	Range 6 (ISN 31-35) FTE £35,432 - £38,715
<b>WEEKS PER YEAR:</b>	52 weeks (including holiday)
<b>HOURS:</b>	37 hours per week Monday – Thursday 8.30am – 4.30pm Friday – 8.30am – 4pm <i>After hours cover when required</i>
<b>START DATE:</b>	ASAP

We are seeking to appoint a Property Services Manager. This full time managerial role ensures, through the effective management of the in-house team and external contractors, that the school's estate is maintained, operated, used and developed to best meet the needs of the school and its students and staff, whilst remaining compliant with all regulations applicable to school.

The school is an environment that encourages staff to seek and take opportunities to add value to the education of our students. Candidates who enjoy working in a fast paced atmosphere with a strong sense of shared purpose will find this role attractive.

### BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff and students alike. Some of the benefits of working at CGS are:

- A strong commitment to ensuring staff workload is manageable and to staff wellbeing
- High staff retention
- Staff social events
- London Fringe Allowance
- Long service awards
- Preferential admission for qualified children of school staff
- Access to the generous Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD, including support for NPQs
- Free on-site parking
- Cycle to work scheme
- Subsidised gym membership at Chesham Leisure Centre (next door to the school)

**APPLICATIONS** Completed applications should be emailed to: [recruitment@redkiteschoolstrust.org](mailto:recruitment@redkiteschoolstrust.org)

**CLOSING DATE FOR APPLICATIONS:** Tuesday 5 November 2024, 10am

**INTERVIEWS:** Friday 8 November 2024

*We reserve the right to interview and appointment on application. Early applications are recommended to avoid disappointment.*

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

### **Our commitment to Equality, Diversity and Inclusion**

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfill this for everyone in our diverse and vibrant school community.



# CHESHAM GRAMMAR SCHOOL

September 2024

Dear Colleague

Firstly, I would like to thank you for your interest in Chesham Grammar School and in the post of Property Services Manager. I hope this information will help you decide whether you wish to apply for this exciting position. CGS is a co-educational selective school of over 1300 students, 400 of whom are in the Sixth Form. We have around 120 teaching and support staff who work hard to ensure our students enjoy the best possible educational experience. We admit 180 students into Year 7 each September, drawn from a wide geographical area. We also take around 50 students into Year 12 each year.

Our vision is for everyone at CGS to enjoy, achieve and belong and for our students to be exceptionally well prepared for life. Our core values of aspiration, kindness and respect guide everything we do. Ultimately, we want to do all we can to enable our students to be happy.

CGS is an outstanding school. That is the conclusion Ofsted reached when they last inspected the school in March 2014, although they didn't tell us anything we didn't already know. However, it is very much our mantra that outstanding doesn't mean perfect and we are constantly seeking ways to make CGS better still; in short, to make it a truly exceptional place in which to study and to work. Our examination results at GCSE and A level are superb, testament to the dedication and commitment of both our staff and students. The vast majority of our students progress to university, with a good number each year winning offers of places at Oxford or Cambridge

Our curriculum is broad and balanced from Year 7 with all students studying traditional academic subjects as well as having the opportunity to explore a range of disciplines within the creative arts and technology. At GCSE, students can choose from a wide range of subjects with still more on offer when they get to the Sixth Form. But what goes on inside the classroom, day in, day out, is only part of the story. Beyond that, there is a real richness of experience as well as a genuine warmth and openness in the relationships between students and staff, all of which combine to make CGS a hugely rewarding place in which to work.

Our pastoral care is superb and vertical tutoring, organised around our strong House system, gives the school a very distinctive family 'feel' and enables every student in the school to be known well by their tutor. It also ensures that healthy competition is an integral part of school life. Students belong to one of four Houses and there are competitions throughout the year in sport, music, art, drama to name but a few.

CGS is forward thinking and innovative. We have a passionate belief in our bright and articulate young people, seeking to ensure they are exceptionally well prepared for life. Our approach to learning seeks to develop students who are resourceful, resilient and confident learners with the skills to learn effectively both independently and collaboratively. We are constantly seeking ways in which to develop their character and there are many opportunities for students to take a leadership role within the school or to participate in a wide range of extra-curricular activities. None of this would be possible, of course, without the dedication, commitment and boundless energy of our staff who are always willing to give up their time to provide outstanding opportunities both within and beyond the classroom.

At CGS we also want our staff to continuously develop. Much of our CPD is 'in-house'; we have a clear focus on the sharing of good practice within the school where there is already so much expertise. We encourage our staff to visit other schools and to bring back ideas which can be shared with colleagues. We work collaboratively with several local schools through our membership of both Challenge Partners and the Astra Teaching School Hub and SCITT.



Annmarie McNaney  
Headteacher

This role is a superb opportunity. We are seeking a highly motivated individual with the skills and knowledge to support and guide our efficient site team.

When making appointments, I am first and foremost seeking to recruit the kind of person who 'fits' our ethos. It is a privilege to work with the students at CGS; they are mature, committed and hard-working but they are also great fun to be with and, when you visit the school, you will see that there are very warm relationships between staff and students, based on mutual trust and respect. This helps to make CGS a hugely rewarding place to work. We want our students to have a superb experience both within and outside the classroom and to learn to build positive relationships with others during their time here so that when they leave, they are ready for life beyond school in social as well as in academic terms. Of course we also want them to benefit from outstanding teaching and to be taught by passionate and committed subject specialists who will be willing to go that extra mile to give them the very best education possible.

I hope this letter gives you a feel for CGS and for this post. Our website is an excellent way to find out about all that goes on within the school so please do take a look: [www.cheshamgrammar.org](http://www.cheshamgrammar.org) and feel free to get in touch if you would like to know more or would like to visit the school. If you wish to apply, please complete an application form. Additionally, please submit a letter of application. Your application and responses should then be emailed to [recruitment@redkiteschoolstrust.org](mailto:recruitment@redkiteschoolstrust.org).

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Annmarie McNaney', written in a cursive style.

Annmarie McNaney  
Headteacher

# CGS FACTS

**1947**

*School Founded*

**186**

*Teaching days per year*

**1324**

*Number of students*

**411**

*Number of sixth form students*

**54%**

*2024 A level A\*- B grades*

**86%**

*2024 A level A\*- B grades*

**51%**

*2024 GCSE 8-9 grades*

**75%**

*2024 GCSE 7-9 grades*



Annual Celebration of Sport Award

**17**

RESIDENTIAL TRIPS

**7**

DIFFERENT COUNTRIES

**34**

*Number of staff who have worked at Chesham Grammar School for over 10 years.*





## PROPERTY SERVICES MANAGER

<b>RESPONSIBLE TO:</b>	Finance and Operations Director
<b>TYPE:</b>	Support Staff, Range 6 Full time permanent
<b>PAY:</b>	FTE £35,432 - £38,715
<b>WEEKS PER YEAR:</b>	52 weeks (including holiday)
<b>HOURS:</b>	37 hours per week Monday – Thursday 8.30am – 4.30pm Friday – 8.30am – 4pm <i>After hours cover when required</i>
<b>START DATE:</b>	ASAP

### JOB PURPOSE

To work with the Finance & Operations Director to ensure the effective management of the in-house site team, and external contractors, that the schools' estate is maintained, operated, used and developed to best meet the needs of the school and its staff, whilst remaining compliant with all regulations applicable to the school.

### Objectives

- To ensure the school complies with all estates related regulatory requirements including health and safety
- To maintain the estate (all building and grounds) to a high standard that facilitates excellent teaching and learning
- To ensure any issues with the estate are identified quickly and resolved as soon as practicable
- To effectively manage all estates related support services (in house and contracted out) to meet the needs of school staff and students
- In conjunction with the Headteacher and Finance and Operations Director,
  - plan and implement development projects in accordance with the Asset Management Strategy
- To effectively manage the lettings of the school facilities to maximise revenue to the school whilst not compromising the estate in its prime use for education
- Act as budget holder for capital projects and site related expenditure

### Areas of responsibility

- Leadership and management
- Property and services
- Commercial
- Health and safety
- School lettings
- Other responsibilities

## **Leadership and management**

- To be fully conversant with the school's values and strategies and demonstrate these at all times.
- To effectively manage their own time, the in-house team and all contractors to deliver the requirements of this role.

## **Property and services**

- To ensure the site operates safely and securely at all times
- To be responsible for the successful operation of all estates processes and systems including but not limited to security systems, fire evacuation processes and systems, heating systems, contractor safeguarding procedures, recycling etc
- To arrange relevant insurance of the school outside of the risk protection arrangement
- To ensure the statutory, routine and emergency maintenance is carried out efficiently and in accordance with financial procedures
- To act as the main point of contact between the school and contractors
- To ensure that all teaching areas are in good order and furnished to satisfactory requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings
- To establish and maintain collaborative working relationships with outside bodies and contractors working with the school and ensure all safeguarding requirements relating to contractors are met
- To monitor the performance of premises related contracts ensure that contractors perform according to specification on agreed contracts
- To manage the day to day operation of in house services, ensuring that high standards are maintained and customers' needs are met in a timely manner
- To manage the operation of the school's minibuses, including but not limited to their maintenance and insurance
- To maintain the school's non-IT related asset register and asset management plan
- The production and implementation of a planned maintenance schedule and management of reactive maintenance within budgetary guidelines. Advise senior leadership on the most cost effective way of achieving this

## **Commercial**

- To act as the budget holder for all site expenditure and income
- To recommend annual budgets and 3 year projections to the Finance and Operations Director backed up by a planned maintenance and refurbishment schedule
- To support the Finance and Operations Director in managing the tendering process for larger development projects and routine procurement of goods and services
- To effectively project manage agreed estate development projects

## **Health and Safety**

- To contribute to the updates of the Health and Safety Policy
- To take responsibility for the day to day implementation of the school's Health and Safety Policy and its regular monitoring
- To monitor the work of contractors operating on the school site to ensure that they comply with health and safety and safeguarding requirements
- To report to the Senior Leadership Team on health and safety matters
- To support other staff in exercising their health and safety responsibilities
- To manage recording and checking of periodic site checks, and ensure compliance with the Trusts Health & Safety Policy



## **School lettings**

- To manage the marketing and letting of school premises ensuring that those using the school site comply with all relevant policies and procedures
- To ensure that there is an effective system by which both school staff and potential external letting clients can book school facilities (both in terms of rooms and minibuses)

## **Other Responsibilities**

- To liaise with the school's neighbours on estates and letting related issues
- To act as the out of hours emergency call out when the on site caretaker is not available (eg holiday periods)
- To undertake any other reasonable task required by the headteacher or line manager

## **GENERAL SCHOOL RESPONSIBILITIES**

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
<b>EDUCATION AND QUALIFICATIONS</b>		
A Levels		✓
To have relevant training/qualifications to be the health and safety “competent” person (eg IOSH/NEBOSH/level 4 BIFM in Facilities Management – if not holding one of these currently you will need to undertake training)	✓	
Other relevant estates related qualifications		✓
<b>PREVIOUS WORK EXPERIENCE</b>		
Successful experience of being able to work accurately and to deadlines	✓	
Successful experience of managing a range of priorities and prioritising effectively	✓	
Experience of team leadership	✓	
Successful experience of communicating effectively and efficiently	✓	
Experience of Building Management	✓	
Experience of working within a school environment		✓
Experience of project management		✓
Experience in operating an expenditure and/or capital budget		✓
<b>PROFESSIONAL SKILLS AND EXPERIENCE</b>		
Meticulous and organised approach to work with a high standard of accuracy	✓	
A thorough knowledge of health and safety and other legislation relating to educational estates and ability to apply it as appropriate	✓	
Ability to summarise and convey information quickly and concisely good literacy and communication skills	✓	
A good understand of plant and equipment typically found on a large secondary school	✓	
Good ICT skills	✓	
Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met	✓	
Experience of undertaking risk assessments		✓
<b>PEOPLE MANAGEMENT SKILLS</b>		
Excellent communication skills and the ability to communicate effectively at all levels		✓
Excellent line management skills to lead motivate and inspire a team	✓	
Well developed interpersonal skills and able to relate well to a diverse range of stakeholders and build effective working relationships	✓	
<b>OTHER PERSONAL QUALITIES</b>		
Personal alignment with the school’s vision and values	✓	
Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the school	✓	
High level of tact and diplomacy and regard for confidentiality	✓	
Commitment to high standards, best value and continuous improvement	✓	
Stamina and capacity for hard work and ability to sustain performance	✓	
Ability to use initiative	✓	
Ability to work well and remain calm and courteous under pressure	✓	
Good interpersonal and motivational skills	✓	
Sense of humour	✓	
The duties of the post may vary from time to time, as required by the headteacher, without changing their general character or level of responsibility		

## HOW TO APPLY

To apply for this position, you will need to complete an application form, which can be downloaded from our website. Completed applications should be sent to Clare Harvell, HR Manager at [recruitment@redkiteschoolstrust.org](mailto:recruitment@redkiteschoolstrust.org)

## SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

## INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

