



School Estate Manager

Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Tel: 01628 625308 | Fax: 01628 782257

School Estate Manager – Start date January 2022

Permanent/Full time, 37 Hours a week, start and finish times flexible to fit around school requirements. Monday to Friday (with occasional ad-hoc work at weekends), all year round. Actual salary range £41,884 - £45,747 (pending pay award). However, a salary in excess of this will be considered for an experienced and exceptional candidate. Accommodation is available on the school site (2/3 bedroom bungalow) at a considerably discounted monthly rental.

Furze Platt Senior School is a successful and oversubscribed secondary academy school on the northern edge of Maidenhead. We are proud of our spacious school estate of 14 buildings and extensive grounds. Our estate includes a recently constructed three-story English/Science block, a state of the art Theatre seating up to 400 people, a fully equipped gymnasium, refurbished café facilities, an AstroTurf sports pitch, a dance studio and classrooms with up-to-date IT equipment.

Owing to the retirement of the current post holder, we are seeking an exceptional individual to take on the role of School Estate Manager. The successful applicant will be responsible for deploying and managing a strong and committed team of site, grounds and cleaning staff (approximately 10 staff members) 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. Your priority will be to ensure the school estate is welcoming, smart, safe and secure for all students, staff, parents/carers and visitors.

Reporting to the Head of Operations, you will have plenty of opportunities to work on the strategic development of the school estate undertaking many exciting premises projects. Your role will include drawing up site maintenance and development plans and identifying and costing out short, medium and longer term priorities. In addition, you will carry out risk assessments relating to the school estate 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 energy efficiency initiatives and waste reduction.

If you have experience of buildings/site development, 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: Thursday 2nd December 2021
Interviews will take place week commencing 6th December 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

School Estate Manager

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

Main Duties:

- Oversee the security arrangements for the school estate, ensuring that measures are in place to provide a safe and secure site with appropriate access at all times. Plan and deliver adequate site presence during agreed opening times and ensure that out of school hours on call arrangements for emergencies and alarms are in place 24/7.
- 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.
- Deploy the school site team of four staff ensuring all are aware of priorities and that systems are in place to support the school in the achievement of its objectives. Lead and develop staff to ensure the school has an effective, engaged and high performing team with the right skills and experience to deliver an excellent site management service. Manage the performance and appraisal of site staff in line with school policies.
- Manage the school cleaning team and ensure there are 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.
- Develop plans and manage both reactive and planned building maintenance programmes, make recommendations, prepare briefs and specifications, manage and ensure best practice and timely delivery of annual planned and reactive maintenance work including the inspection and testing of plant, equipment, tools, facilities, vehicles etc.
- Operate within the annual site and maintenance budget and assist in preparing the site budget and other financial aspects.
- Work with the Head of Operations on the development of bids for capital funding opportunities. Manage tender and contract procedures, ensuring that accurate evidence of best value is obtained. Work with the Head of Operations on the selection of contractors and ensure contract procedures are followed at all times.
- Oversee the management of all building projects on site and liaise with external contractors to ensure timely completion and good quality of work along with full compliance, including RAMS, safeguarding and other checks. 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.
- Arrange and monitor the training of all staff in health & safety including new starter inductions as well as specific specialist training e.g. COSHH, working at heights, ladder training, manual handling etc. Undertake health & safety audits across all areas. Report accident/near miss incidents to the HSE/RIDDOR as necessary and liaise with the HSE as appropriate.

- Take a lead role in fire safety and ensure that all fire protection systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated. Review the Fire Safety Risk Assessment annually and resolve any issues ensuring that any recommendations are rectified at the earliest opportunity.
- Be responsible for carrying out general and specific risk assessments relating to the school estate and ensure control measures are implemented and monitored for health & safety, premises and security related items. Ensure that the suite of risk assessments is reviewed, updated and signed off annually. Embed a culture of positive risk management across all areas.
- Organise the purchase, repair and maintenance of all furniture, equipment and fittings.
- Identify, negotiate, manage and review procurement or contract renewals in relation to the school estate and facilities in line with school financial policies and procedures.
- 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.
- Deploy the Site Team to ensure facilities and rooms are prepared for the day-to-day activities of the school including assemblies, examinations, concerts etc.
- 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.
- Consider sustainability and environmental issues within the school maintenance and refurbishment programme. 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 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 updating and maintaining the school asset management system. Ensure that all 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:	

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School Estate Manager

Person Specification: School Estate Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 1. Eligible to work in the UK. 2. H&S qualifications e.g. NEBOSH, IOSH 	✓	✓	Application form
Experience: <ol style="list-style-type: none"> 1. Experience of working under a pressurized environment with competing deadlines. 2. Experience of managing a team of staff including supervision and appraisal. 3. Understanding and knowledge of buildings and grounds development work. 4. Experience in site maintenance and routine preventative maintenance 5. Experience, knowledge and competence in the management of health and safety. 6. Qualified in an area of building maintenance e.g. plumbing, carpentry etc. 7. Knowledge of mechanical & electrical systems 8. Experience of working in an environment with children or young people. 	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	Application form and interview
Vision and Strategy: <ol style="list-style-type: none"> 1. Vision aligned with Furze Platt Senior School of high aspirations and high expectations of self and others. 	✓		Interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> 1. Excellent planning and project management skills 2. The ability to manage projects and budgets. 3. The ability to enthuse and inspire others and has a 'can do' attitude. 4. A passion for and relentless determination that every student develops and succeeds. 5. Excellent listening, communication skills and high levels of emotional intelligence. 6. Excellent ICT skills. 7. Strong organisational and time-management skills and ability to work under pressure. 8. Resilience and optimism to lead through day-to-day challenges in a busy school environment. 9. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Interview

10. High levels of honesty and integrity, confidence and self-motivation. 11. Physically fit, able to bend, lift and use ladders. 12. Ability to communicate fluently in accurate spoken and written English.	✓ ✓ ✓		
Other: 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children.	✓ ✓		Interview

