



HALSTEAD ST ANDREW'S SCHOOL

Facilities Manager

Start date: October/November 2024



Church Hill House

Facilities Manager

The Role

The Facilities Manager's role is to ensure that the School's premises are well managed and maintained, providing excellent facilities for school and community use with a safe and secure environment for all.

Halstead St Andrew's is based over two sites and includes the grounds, sports fields, outdoor swimming pool and residential houses.

The Facilities Manager will be responsible for the line management of a small Facilities team currently comprising Facilities Officers and Grounds Maintenance staff across both sites.

The Facilities Manager role is to promote the ethos and wellbeing of the School, as determined by the Head, in particular with regard to neatness, cleanliness, orderliness, presentation and attractiveness.

The Schools' presentation to current and future parents, staff and pupils is of paramount importance. It is essential that the Facilities Manager has a sound understanding and experience of Health & Safety compliance as outlined in the ISSRs (Independent Schools Standards & Regulations).

The Facilities Manager needs to recognise this and to respond promptly to any Health & Safety issues that arise.

The Facilities Manager is to be organised, forward thinking, a problem solver, a solution finder, adaptable, able to work at heights, be a good communicator with all colleagues and stakeholders, with good time management and have attention to detail. The ability to provide ideas for revenue generation at the sites would be an advantage.

Key Tasks and Responsibilities

1. Planned Preventative Maintenance Programme

- Hold and maintain accurate and accessible records of all maintenance and develop a robust system for ensuring periodic maintenance and ISSR requirements are completed before expiration.

2. Conditions Survey Works

- Utilise the current conditions survey arranging the works required to keep the site at its optimum use and look.
- Arrange for the conditions survey to be updated.

3. Works Specification and Tendering – work in partnership with the Director of Finance & Operations (DFO) to:

- Ensure that all contracted works with a value greater than £5,000 are subject to competitive tendering such that the final decision is supported by a minimum of three written quotations.
- Produce or arrange production of designs, specifications and tendering documents as required.
- Analyse tenders received so that they are comparable assessing the cost and value that they provide.

4. Mechanical, Electrical, Ventilation, Alarms and CCTV Systems etc

- Manage the usage and operate systems to give adequate comfort and control in an energy efficient

manner.

- Arrange simple and useable instructions for all systems with back up arrangements.
- Train staff in the use of systems.
- Respond to building and services (including alarm) emergencies, including out of hours, as required.

5. Energy Manager for electric, gas and water

- Be the School's Energy Reduction Champion
- Manage use with the aim of reducing consumption including:
 - Arrange monthly submission of meter readings to suppliers
 - Invoice approval
 - Procurement and placing of contracts
 - Management of existing renewable energy sources and new installations

6. Residential Accommodation

- Manage accommodation maintenance.

7. Facilities Team

- Manage and support the Facilities and cleaning teams during the school holidays, including recorded Line Management meetings and Continuous Professional Development (CPD).

8. Contractors

- Ensure contractor competency prior to placing orders.
- Ensure contractors carry out the works as required in a safe manner.



Woodham Rise



- Manage recycling and waste disposal removed from sites.

9. Inspections

- Carry out inspections of the School estate (both sites) to highlight condition and take the appropriate remedial action.

10. Health & Safety (H&S) & Compliance

- Develop and implement processes, procedures and systems to ensure the department meets its H&S obligations.
- Carry out certain roles within fire evacuations etc.
- Work with the DFO to ensure that the sites meet all requirements under the ISSRs and ensure preparedness for an inspection. Termly H&S tour with nominated Governor in partnership with the DFO.

11. Projects

- Manage allocated projects in partnership with the DFO from inception to completion of snagging complying with the regulations and budgets.

12. Key system - control, issues and storage

- Overhaul the key storage system.
- All keys borrowed are to be signed out and then back in and key boxes are to be kept locked.
- Keys are not to be left out unattended and they must be supervised or locked away.

13. Minibuses

- Driving the school minibuses between the two sites and taking groups of children to local destinations

- including the daily shuttle runs and morning minibus services.
- Managing the regular maintenance and operation of the minibuses, including regular servicing and repairs.
- Other minibus responsibilities as outlined in the School Strategic Plan.

14. Other matters

- Be ISI compliant at all times.
- Control Operation and Maintenance manuals for all buildings and services.
- Assist the DFO in the preparation of budgets and work to them.
- Assist the DFO in setting up an Estates Management Manual covering all parts of the Estates Department.
- Carry out duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies and be compliant with all School policies and procedures.
- Participate in the school's performance management process and professional development opportunities and demonstrate a willingness to develop additional skills and expertise, keeping up to date with current educational developments and legislation affecting your area of expertise.
- Play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
- Perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
- To respect the confidential nature of information

- relating to the school, students, and customers.
- Treat students, parents, carers, and colleagues fairly, equitably and with dignity and respect.

Working Conditions and Remuneration

The Facilities Manager will be based at both sites in a shared area with ready access to the main estates.

Core hours of work are Monday-Friday 7.30am to 4.30pm (with a one-hour unpaid lunch break).

There may be a small requirement for weekend and evening working as necessary to support specific School events including the Open Morning, Sports Day and Prize Giving and some evening events.

Salary will be competitive for the sector and based upon qualifications and experience and whether the role will be residential.

Benefits

A first-rate benefits package includes:

- 28 days holiday plus Bank Holidays
- A contributory Operations staff workplace pension
- Death in service benefit
- Uniform
- Free school meals (term-time only)

- Fee remission for eligible children attending the school
- Free car parking

There is an optional three-bedroom residential property on the Church Hill House site which is available for the Facilities Manager and their immediate family.

Application Process

Applications to be on the School Staff Application form together with a CV and covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews may take place as applications that are selected are received.

Applications should be submitted electronically to hr@hsaschool.co.uk. Closing date is 11 October 2024.

We reserve the right to interview and appoint before the closing date.



Person Specification

ESSENTIAL

Education/Qualifications/Training

- Formal NEBOSH Health & Safety qualification within the last three years
- Clean UK driving licence

Experience

- Significant experience in the management of buildings and grounds
- Significant experience managing Health & Safety across multiple sites and excellent knowledge of Health & Safety legislation
- Experience of on-site management of building works and projects
- A strong communicator with experience of managing teams
- Proven experience of building effective relationships with major suppliers, contractors and advisors
- Experience of compiling and monitoring budgets relevant to estates and facilities management

Skills/Characteristics

- Commitment to health and safety and compliance
- A positive, can-do flexible attitude, with the ability to analyse and evaluate options and to provide appropriate solutions
- Ability to work with, and motivate a variety of different colleagues and stakeholders
- Highly organised, accurate, with an eye for detail and able to work to tight deadlines
- High level of numeracy and literacy skills
- Good knowledge of Excel and Word

DESIRABLE

Education/Qualifications/Training

- Membership of relevant professional organisation (e.g., IWFM/CIOB/RICS)
- Pool maintenance qualification
- Willingness/Ability to drive a minibus- training can be provided

Experience

- Experience of taking full ownership of the end-to-end specification and delivery of projects
- Familiar with the design, specification and management of capital projects
- Experience of working in a school or educational environment

Skills/Characteristics

- An appreciation and understanding of independent education

Safeguarding

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

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.



About Halstead St Andrew's

Halstead St Andrew's is an independent all-through school located in Woking, Surrey. We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our pledge to equip pupils with the skills necessary to navigate an ever-changing world.



HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep
Woodham Rise
Woking
Surrey
GU21 4EE

T: 01483 760943
E: officewr@hsaschool.co.uk

Prep and Senior
Church Hill House, Wilson Way Horsell,
Woking
Surrey
GU21 4QW

T: 01483 760943
E: officechh@hsaschool.co.uk

“For parents wanting the personal touch,
this school delivers.”

Good Schools Guide



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