



Facilities and Estates Manager Candidate Information

November 2021



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.



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It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Anne Alsop, School Business Manager aca@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 12pm Monday 22nd November 2021.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher

Estates and Facilities Manager

Start date: ASAP
Salary: J28-J36 (£32,234 - £39,880 depending on experience)
Contract: Permanent, 37 hours per week, All year round

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint an Estates and Facilities Manager to lead all operational activities associated with the school.



**Applications by:
12pm Monday 22 November 2021**

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:
www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555

Job Description

Estates and Facilities Manager

Post Title: Estates and Facilities Manager

Department: Business Centre

Responsible to: School Business Manager

Line management: Site Team (including Cleaning), Catering and Sports Centre

Responsible for: Estates management strategy (GEMS) and estates compliance and Statutory returns, Estate related Grant/Fund Submissions and revenue & budget planning

Salary/Pay Grade: J28-J36 (£32,234 - £39,880), depending on experience.

Working hours: 37 hours per week, All year Round

Key purpose

- Responsibility for all operational activities associated with the school and ensuring robust statutory compliance and operational systems, processes and procedures are in place.
- Working with the School Business Manager and Headteacher, further enhancing the school's operational provision through Good Estates Management for Schools to ensure that a first-class service is provided for our students, staff and wider community.
- To develop strategic plans for revenue generation utilising assets, primarily from the Sports Centre and additional external lettings.
- To work with the Catering Manager to increase revenue and quality of the School's catering provision whilst adhering to all Health & Safety and healthy eating catering guidelines.
- To ensure best value is achieved in all contract and supplier engagement through effective and compliant procurement processes.
- Management of Site and Premises Development budgets.
- Management of the trading accounts for Sports centre and Catering department
- Line Management responsibility for the site and facilities team (including cleaning), Catering Staff, and Sports Centre staff, including their professional development.
- Strive to ensure that all staff for whom the post holder has line management responsibility, demonstrates the school's mission and vision through the consistent way they work in line with six school values of being purposeful, proud, respectful, curious, supportive and ambitious.
- To work to gain grants for estate improvement and lead the annual CIF submission process

Key Responsibilities

Site and Facilities

- Ensure that all statutory guidance and legislation is adhered to throughout the school.
- Effective line management of the site team.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced services. Management of building contractors, works and refurbishment.
- Prepare and implement an annual costed plan for the site and environmental development.
Oversee site security and fire arrangements.
- Contribute to the preparation and submission of the Capital Development Bid as appropriate.
- Produce and monitor the site maintenance/cleaning budget, ensuring that the school operates within the allocated funding parameters.

- Oversight of the Site Team's preparation for school events.
- The leadership of the Site, Cleaning, Catering and Sports Centre teams to ensure the activities associated with teaching and learning are prioritised and rapidly responded to as appropriate.
- Coordinate capital developments across the site in a way that minimises the impact on the smooth operation of the school.
- Maintain the Good Estate Management for Schools plan for submission to the Governors on an annual basis.

Risk and Insurance

- Support the School Business Manager in contributing to and managing the schools risk register.
- Oversee all relevant arrangements for school insurance, ensuring that the school has sufficient insurance for its operational requirements.
- Report insurance issues when appropriate to the School Business Manager.
- Produce and monitor risk assessments throughout the school.

Health and Safety

- Oversight of health and safety matters on site. Oversee relevant actions and provide appropriate reports to the School Business Manager.
- Oversight of the H&S audit and ensure recommendations are implemented.
- Ensure the School complies with all Health and Safety statutory obligations.
- Update School Business Manager with the latest Health and Safety requirements/legislation.
- Review and update the School's emergency plan.

Facilities

- Ensure the School is being sustainable.
- Work with the School Business Manager on improvement projects.

Sports Centre and Lettings

- Management of school lettings and Sports Centre to maximise profitability from the wider use of the estate assets.

Catering

- Effective Line Management of the Catering Manager.
- Oversight of the school's catering function to maximise income for the school, whilst managing costs and providing a high-quality service for the School's students and staff.
- Ensure the catering facilities maximise demand while maintaining healthy food choices, in line with the food regulations for school.
- Ensure the catering department is compliant with all statutory regulations.

General

- Ensure that the agreed policies assigned to the Facilities & Estate Manager are reviewed and updated regularly and presented to the School Business Manager, for sign off with the Governors.
- Ensure the school designated departments are compliant within COSHH, and disability legislation.
- Attend meetings, both internal and with outside contractors as required.

- In the event of staff absence, ensure all buildings are locked and secured after the school day/events.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Estates and Facilities Manager

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Attributes /Qualifications	<ul style="list-style-type: none"> Relevant educational qualifications at school/college/university Relevant professional qualification (NVQ Level 4 or above or equivalent) Ability to competently use Microsoft Office packages, to include Word and Excel Ability to competently use management information systems Ability to easily assimilate complex information and create reports Able to plan, implement and evaluate the effectiveness of a medium/long term plan designed to raise standards Financial/business acumen 	<ul style="list-style-type: none"> Manual handling training COSHH awareness and health & safety training. First Aid at Work Qualification NEBOSH qualification Other relevant professional development
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Sound knowledge of best practice associated with H&S Understanding of Child protection/safeguarding Experience of maintaining accurate files and records and ensuring compliance with statutory guidelines and legislation 	<ul style="list-style-type: none"> Experience in leading training to groups of people Experience in working in a secondary school Experience in working with governors
Personal qualities	<ul style="list-style-type: none"> Excellent oral communicator and interpersonal skills Written communications are appropriate for the intended audience and grammatically correct Self-motivated with high levels of personal drive Motivate and inspire colleagues Demonstrates dynamism and creativity in solving problems Ability to meet deadlines Is aware of their own strengths and areas for further development Resilient and able to accept constructive feedback from others in order to further improve performance Able to prioritise tasks effectively and efficiently Ability to handle confidential information sensitively Attention to detail and high levels of accuracy 	<ul style="list-style-type: none"> Be willing to undertake a variety of duties when necessary



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's fitness suite
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre is open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, paternity, parental, and adoption leave
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

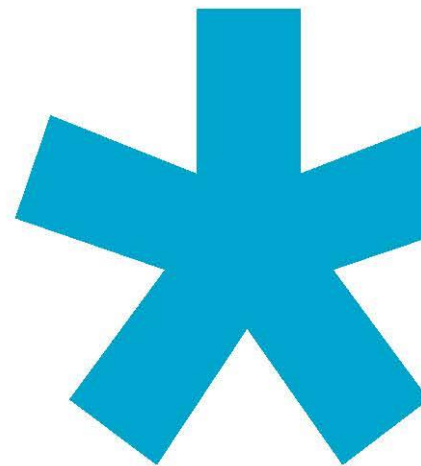
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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