

FACILITIES AND ESTATES SUPERVISOR

LINE MANAGER: Bursar

Post available from 2nd April 2012

Applications by 8th February 2012

Interview 22nd February 2012

Aims of Leehurst Swan School

Leehurst Swan aims to provide a happy purposeful community based on Christian values in which we;

- Educate all pupils to the highest standards of which each is capable, whilst being sensitive to their various stages of development
- Promote a sense of social responsibility and appreciation of the needs and gifts of others
- Celebrate and foster the unique interests and talents of each individual
- Are committed to the development of good practice and sound procedures in all areas of child protection
- Encourage links between the school and the wider community.

Background - Leehurst Swan is a coeducational Independent day school in Salisbury. Currently comprising of 350 pupils aged from 2-16 and 60 members of staff. The tree lined school site, located off Campbell Road, consists of 6 acres with a mixture of buildings including a Victorian main building, the Walker Hall completed in 2010, terrapin classrooms and an underground, empty, reservoir! The playing fields, located on the main site with a further field in the Cathedral Close, are maintained by an external contractor. The school makes use of the Five River Swimming Pool, Godolphin school pool, Skew Bridge astro turf and other satellite sports facilities. The school has exciting development plans including the building of further facilities on site and has recently enjoyed a period of growth and development.

The Post - Summary

The Facilities Supervisor will report directly to the Bursar and in her absence, the Headmaster. He /she will be operationally responsible for all aspects of health and safety, maintenance and security of the School Estate and Facilities, including some aspects of IT. Other members of the Estates Staff will be directly line managed by the Bursar but the Facilities Supervisor will be responsible for coordinating their roles and responsibilities during the school day. A key responsibility is security, as the Facilities supervisor will be number one on the call out list.

Therefore the post holder will need to live within a 20 minute commute to the school.

Cleaning of the school is carried out at the end of the school day by an external contractor, but emergency cleaning is a requirement of the post. **A driving licence or qualification to drive a 17 seat minibus will be essential.**

Leehurst Swan is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced disclosure through CRB and child protection screening will apply to this post.

Areas of responsibilities of the Estates Team with effect 1st April 2012 (In no particular order)

- Property, Estates and maintenance to include reviews of buildings and grounds and their condition
- Directly responsible for the locking and unlocking of the gates and buildings and overseeing security of the site. The post holder will be first on the security call out list
- The organisation and operation of the school workshops and storage areas
- Day to day maintenance, 'portering' and emergency cleaning when required
- In liaison with the PE department co-ordination and driving the school minibuses for trips and sports fixtures. Minibus maintenance and record keeping
- Grounds Maintenance to include playing areas, Tree Management Plan, hard surfaces and gardens
- Health and Safety matters relating to estate management, risk assessments associated with estates work including knowledge of Fire, COSHH, Asbestos, Working at Height and Electrical risks
- Assist the Bursar by 'fronting up' refurbishment and development Projects
- Responsibility in the future for development, promotion, planning and implementation of the School's lettings activities
- Direct management of all utilities, including heating, water supplies and electricity
- Management of the furniture and equipment asset register including PAT records
- Ensuring statutory tests are carried out
- Initiate the Adverse Weather Operation and ensure school is safe but operational ASAP
- Traffic management of the site, including parking and ensuring the areas for emergency vehicles are kept clear
- Proactive in environmental issues including recycling of waste and reduction in energy usage.
- Liaise between PE department and grounds contractors
- Other duties, within the scope of this position that may be required from time to time

Other information

Key Competencies	Essential	Desirable
Qualifications	Health and safety training appropriate for the post. Clean driving licence appropriate to drive 17 seats school minibuses	<ul style="list-style-type: none"> • IOSH • BIFM
Experience & Knowledge	<ul style="list-style-type: none"> • Knowledge and experience of Health and Safety matters relating to estate management, risk assessments associated with estates work including knowledge of Fire, Asbestos, COSHH regulations, Working at Height and Electrical risks and regulations • Experience of property maintenance and project planning • Experience of team working 	<ul style="list-style-type: none"> • Expertise in IT particularly maintenance
Abilities and Skills	<ul style="list-style-type: none"> • Ability to lead a team and liaise with contractors • Ability to complete projects with a practical, target driven approach • First class ability to prioritise and manage own workload and those of others including dealing with unexpected events • Ability to work flexibly, on own initiative and as part of a team • Ability to manage staff and form relationships with tact and diplomacy • Proficient in using MS Outlook, Word and Excel 	
Other	<ul style="list-style-type: none"> • Loyal to the school and professional in external relationships. • Willingness to undertake staff training and development as required • Approachable and willing to solve problems and seek resolutions 	

The hours of the appointment are 8am until 5.30pm Monday to Friday. The nature of the role will mean flexibility outside these core hours as required by prior arrangement. For example, the School Fete, which is normally held on a Saturday in July, will require attendance prior to it and afterwards to help co-ordinate setting and clearing up. Additional hours are paid on an hourly rate.

One of the post's responsibilities is being number one on the call out list. **The post holder will be expected to live within a 20 minutes commute to the school.** When the post holder is called out, a call out payment will be paid. The post includes 25 days paid holiday and all public holidays. Holidays are to be agreed with the Bursar and are normally taken during term time. **A driving licence or qualification to drive a 17 seat minibus will be essential.**

The main school site is non – smoking. The post holder is subject to an annual appraisal and review process.

Salary will be in the region of £23,000 depending on experience and qualifications.

Notes for Guidance on the Terms and Conditions of Employment for the Supervisor of Facilities and Estates at Leehurst Swan School

Contract of Employment

A formal contract, detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

Full Time Appointment

The appointment is a full-time position and the post holder will not be allowed to hold any other appointment or engage in any other work without the written permission of the Headmaster.

Date of Appointment

The appointment will be made with a start date of 2nd April 2012 allowing a short period for hand over from the outgoing Estates Manager.

Salary

The salary on appointment will be based on qualifications and experience and is likely to be in the region of £23,000 per annum. Salaries are reviewed annually on 1 September, with the first review on 1 September 2013.

Hours of Work

The core hours will be 8 am to 5.30pm with additional hours by arrangement.

Holidays

The appointee will be entitled to 25 days paid holiday each year plus bank holidays (unless bank holidays fall within term time). These are to be taken during term time.

Pension Scheme

The appointee will be eligible to join the school's contributory pension scheme on commencement of employment, subject to certain conditions. The school pays 14.1% employer contributions provided the employee pays 5.4% employee contributions.

School Fees

The appointee will be eligible for a 40% discount on school fees for one child he/she has at the school.

Notice

The appointment will be offered conditional to satisfactory reference checks and enhanced CRB and health questionnaire post interview. During the first year, either party may give the other one month's Notice of Termination. After this a term's notice in writing is required.