

Pilgrims Pre-Preparatory School



Estates and Facilities Manager



About our setting

At Pilgrims Pre-Preparatory School our ethos is simple. Little people start learning from birth, and we take every opportunity to nurture that inherent curiosity and creativity to provide the best possible educational start for each and every child in our care. From the superb design of our buildings to the inspiring way we teach, our attention is centred on letting children be children while helping them to flourish.

Pilgrims School provides a safe and happy environment full of rich and challenging opportunities. We motivate each child to discover their full potential whilst recognising and supporting individual needs. We aim to stimulate the children's curiosity, imagination and creativity encouraging them to be confident and independent thinkers.

As well as nurturing our children's interests and developing their ideas, we inspire them to open their minds to new opportunities and challenges.

The role

To work with the Head of Pilgrims Pre-Preparatory (PPPS) School and the Finance Director of the Harpur Trust, to ensure high quality of estates related services are provided at both the Pilgrim Centre (Business Park) and Pilgrims Pre-Preparatory School.

Duties will involve managing all aspects of estate related services, including (but not restricted to), site services, grounds, security, health and safety, lettings and tenancy management and supporting the Property Administrator of the Harpur Trust on lease matters.

Working as part of the Pilgrims School Senior Leadership Team and in conjunction with the Harpur Trust to advise on the strategic development of the estates and facilities, in particular - refurbishment, sustainability and construction of new facilities.

Ensuring the security, cleanliness, monitoring contracts/contractors, routine maintenance and refurbishment meets expectations and legislation.

Department details

The estates department consists of 5 members of staff responsible for maintaining the sites, including a deputy estates manager, 2 skilled facilities assistants, caretaker and apprentice. The cleaning team consists of 1 cleaning supervisor who oversees 5 part time cleaners responsible for maintaining cleaning standards at Pilgrims.

The estates and facilities manager is also responsible for line management of the School Nurse.

The estate

- Main School building
- Pre School
- Kindergarten
- Little Pilgrims building
- Swimming pool
- The Harpur Trust offices and tenanted properties
- Extensive school grounds, including a pond



Our values

Kindness

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy, secure and resilient.

Curiosity

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy, secure and resilient.

Respect

We acknowledge the feelings, interests and beliefs of others within an inclusive environment that reflects understanding, honesty and integrity.

Benefits

Pilgrims has high expectations of its staff and therefore looks to reward them with the generous benefits, including a competitive salary, beneficial conditions of service, four dedicated training days and further opportunities for training and personal development.

A generous pension scheme and private health care scheme with cash back benefits, including alternative therapies and private hospital surgical treatment are available to support staff wellbeing. All staff enjoy free on-site parking, as well as free lunch and refreshments. We offer an Employee Assistance Scheme which includes support with legal issues, financial advice and wellbeing support and counselling. Our 33 days (including bank holidays) of annual leave. In addition, there are 3 emergency days per year. All employees are covered under the generous life assurance scheme from the first day of employment.

General Information

Pilgrims is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

www.pilgrims-school.info



Job Description - Estates and Facilities Manager

Job Description	
<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Summary of the role:</p>	<p>Job Title: Estates and Facilities Manager</p> <p>Location: Pilgrims School and Pilgrims Centre</p> <p>Job Purpose: See role summary</p> <p>Line Manager: Headteacher of Pilgrims School (reporting to Finance Director for Service Level Agreement)</p> <p>Hours: 37 hours per week, Monday to Friday but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p> <p>Role Summary: To work with the Head of Pilgrims Pre-Preparatory (PPPS) School and the Finance Director of the Harpur Trust, to ensure high quality of estates related services are provided at both the Pilgrim Centre (Business Park) and Pilgrims Pre-Preparatory School.</p> <p>Duties will involve managing all aspects of estate related services, including (but not restricted to), site services, grounds, security, health and safety, lettings and tenancy management and supporting the Property Administrator of the Harpur Trust on lease matters.</p> <p>Working as part of the Pilgrims School Senior Leadership Team and in conjunction with the Harpur Trust to advise on the strategic development of the estates and facilities, in particular - refurbishment, sustainability and construction of new facilities.</p> <p>Ensuring the security, cleanliness, monitoring contracts/contractors, routine maintenance and refurbishment meets expectations and legislation.</p> <p>Line management responsibility for: Estates team consisting of Deputy Estates and Property Manager, three Premises Assistants, Property Maintenance Apprentice, and Cleaning Supervisor. Alongside the SEND and Pastoral Coordinator, line manage the School Nurse.</p>



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<p>Main duties and responsibilities:</p>	<p>General</p> <ul style="list-style-type: none"> • Provide written reports for school committees • Ensure a safe environment for the stakeholders of both the Pilgrim Centre and PPPS. • Accountable for the Tenancy Management of the Pilgrim Centre. • To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate records. • To ensure that the premises team works efficiently and effectively so that the estate is maintained to a high standard. • Attending, presenting, responding to enquires and delivering information at appropriate committees and meetings as required. • Due to the nature of the role, management of all estates related administration. • As part of the SLT and Pilgrims School, actively engage with its community and support appropriate events. <p>Tenancy Management</p> <ul style="list-style-type: none"> • Supporting the Property Administrator of the Harpur Trust with the management of existing commercial leases at the Pilgrim Centre, including re-lettings, rent reviews, schedules of dilapidations and the letting of any vacant premises. • Manage all day to day tenant liaisons (point of contact for tenants). • Approval and implementation of all building works. • Management of all SLAs in respect of the Pilgrim Centre including (but not limited to) health & safety, site security, air conditioning, waste management, cleaning, grounds, and lifts. • To support the Property Administrator with the management of the London Estate, including any practical building matters arising on these properties and overseeing any significant projects. • Responsible for ensuring the planning process is handled effectively for successful outcomes. • To provide any other advice required in relation to the Trust's other properties. <p>Premises Management & Maintenance</p> <ul style="list-style-type: none"> • Development and implementation of a planned maintenance and refurbishment programme for all buildings, plant, and machinery. • Ensuring that all facilities are compliant with legislation, in particular those relating to electrical matters, asbestos, legionella and including those relating to access for people with disabilities. • Facilitate the decoration and repairs to the fabric of the buildings, including development and implementation of a planned decoration schedule for the Pilgrim Centre and PPPS. • Ensure maintenance of all plant, including heating, ventilation and kitchen plant, and all mechanical, electrical, and piped services and drainage to a high standard ensuring that they are operating to satisfactory standards.
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	<ul style="list-style-type: none">• Record and monitor the consumption of electricity, gas and water and making recommendations for improvements in energy efficiency.• Manage contractors working at the Pilgrim Centre or PPPS including supervision of all work completed by external contractors. Develop and implement contractor management procedures and ensure all contractors are adequately briefed.• Manage and evaluate service level agreements keeping such contracts under review through comparison with other providers.• Obtain tenders and quotations for the provision of support services and exploring cost saving initiatives.• Ensure, in conjunction with the Deputy Estates and Property Manager, that the quality of cleaning undertaken at the site is maintained to a high standard.• Works closely with the Cleaning and Grounds Maintenance Contractors regarding standards and introduce changes if and when necessary.• In conjunction with the FD and PPPS Finance and Office Manager, monitor the day-to-day maintenance, repair, and cleaning budgets. <p>Project Management</p> <ul style="list-style-type: none">• To be involved at the planning stage of any refurbishment or project work as necessary.• Attend pre-contract and progress meetings with project supervisors, contractors and other relevant meetings as required, to ensure successful plan and execution of the construction of new buildings in line with contractual obligations.• Working with architects to coordinate the drawing up of plans, submission of planning applications, and identification of opportunities for the school and Pilgrims Centre in line with strategic objectives.• Obtaining tenders and quotes for project work. <p>Sustainability</p> <ul style="list-style-type: none">• To Lead the sustainability project working party, making recommendations to the SLT and governing body and to implement the school strategy for sustainability• Act as school's eco-coordinator, working with the children to maintain the Eco School's Green Flag award and the Modeshift Stars Awards. <p>Health and Safety</p> <ul style="list-style-type: none">• Accountable for developing Health and Safety related policies and risk assessments, in conjunction with the Director of Finance and Pilgrims Head Teacher• Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.• Monitor safety performance through internal audits and develop a proactive reporting system.• Ensure systems are in place to enable the identification of hazards and risk assessments and to be the escalation point
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	<p>for dealing with identified hazards at the Pilgrim Centre and PPPS.</p> <ul style="list-style-type: none"> • Maintain systems for effective monitoring, measuring, and reporting of health and safety issues to the Head at PPPS and the Finance Director at HTO. • Ensure that everyone on site adheres to Health and Safety regulations. • Provide advice and support on areas of Health and Safety to staff and tenants. • To ensure that risk assessments are undertaken and monitored when required. • To keep the asbestos management documentation up to date and ensuring asbestos information is current and relevant for all tenants, visitors, and contractors. <p>Security</p> <ul style="list-style-type: none"> • Establish and maintain robust security arrangements at all times including opening and locking of premises. • Ensuring that arrangements are in place to respond effectively to maintenance problems, security issues, emergencies, or other callouts at all times, including School Holidays, overnight and at weekends. <p>Line Management</p> <ul style="list-style-type: none"> • Providing dynamic and effective leadership to support, motivate and engage the premises team effectively. • Be an example for others to follow in terms of attitude, conduct and professional behaviour. • Follow appropriate policies and procedures in the selection, employment, training, appraisal, and management of teams. • Line manager the school nurse alongside the SEND and Pastoral Coordinator, to ensure the following: <ul style="list-style-type: none"> • that the school complies with all of the relevant regulatory and legislative requirements. • that the appropriate trained first aiders are available at all times the setting is open. • all medical policies are up to date and reviewed regularly. <p>Other</p> <ul style="list-style-type: none"> • Seek to improve and innovate more efficient and effective ways of working and utilisation of the site and facilities. • Carry out any other duties commensurate with the post as may be reasonably required. • The jobholder will be responsible for ensuring that their working knowledge and skill base is kept up-to-date to ensure that they can advise and support appropriately including knowledge of current H&S legislation.
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Job Description - Estates and Facilities Manager

Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	Professional experience in a relevant role. Appropriate Estates & Facilities/Building Management qualification such as RICS	Hold recognised training/qualifications associated with management. Health and Safety qualification e.g. IOSH, NEBOSH
Experience	<p>Leading, motivating and inspiring a team to deliver high quality results.</p> <p>Experience and sound knowledge of office letting and landlord and tenant issues</p> <p>Experience of contract management Management of budgets and completing work to deadlines</p> <p>Project management</p>	<p>Experience of working in a charity setting</p> <p>Experience of working in a school setting and the specific risks at play in a school environment.</p> <p>Delivery of major capital projects from planning to completion</p>
Knowledge & Skills	<p>Well developed influencing and negotiating skills.</p> <p>Ability to understand and apply regulations such as Health and Safety, manual handling, COSHH, Legionella etc. Excellent numeracy and both written and oral communication skills.</p> <p>Good understanding of eco-environmental issues to support sustainability</p> <p>Ability to prioritise and manage workflows whilst maintaining a flexible approach</p> <p>Ability to manage own time effectively</p> <p>ICT Literate (Microsoft Packages, Database)</p>	
Personal competencies and qualities	<p>Adaptable approach.</p> <p>Focused on customers and service delivery.</p> <p>Tenacious problem solver Professional and approachable</p>	