

RECRUITMENT PACK - Facilities Manager



Beaumont School

Enjoy & Excel



ENJOY & EXCEL

We pride ourselves on the quality of the staff we have at Beaumont, allowing our students to Enjoy & Excel, both within and beyond the classroom.

0.9

PROGRESS
8

86%

OF STUDENTS
ACHIEVED
GRADES 9-4
IN ENGLISH
& MATHS

B

AVERAGE A
LEVEL GRADE

“Students make outstanding progress and their attainment, including that of the most able students ... is much better than in other schools nationally”

OFSTED





PROVIDING OUTSTANDING EDUCATION

Beaumont is a truly outstanding school which achieves the very highest levels of academic success across a broad and balanced curriculum, supported by excellent pastoral care. We are an 11-18, mixed, community school with Academy status, located on the east side of St Albans, with specialisms in Languages, Mathematics and Computing. The school provides an outstanding education where all students are encouraged to succeed and are given a wide range of learning and enrichment opportunities in which to 'enjoy and excel'.

At Beaumont we firmly believe that happy students achieve more and that's reflected in our philosophy of 'Enjoy and Excel'.

Our school is a real community with an experienced and passionate staff who want the very best for our students.

We're proud of the academic excellence we achieve, and aim for all students, regardless of ability, to be able to make excellent progress, and encourage all our students to take advantage of the wealth of extra curricula activities available, enhanced by our outstanding facilities.

We're equally committed to our staff thriving, so career progression and staff wellbeing are high on our objectives. We have high staff retention rates: I trained here myself back in 1990. There is capacity for career development including CPD, internal promotions and links to the Chartered Teaching Programme.

Beaumont prides itself on being a friendly, caring and supportive environment. We have amazing students and staff, and a strong culture based upon respect.

We very much look forward to receiving your application.

Martin Atkinson
HEADTEACHER





Staff Wellbeing

OUR AIM: To have a happy and cohesive, high performing team that ALL have an effective work life balance.

Our Staff Charter details the workload support we offer staff
click [HERE](#) to find our more



Staff Wellbeing committee

Opportunity to join the staff wellbeing committee to share ideas and help us support staff with their wellbeing.



Clear Calendar & Timetables

All school events are calendared for the year ahead, with clearly identified & distributed deadlines for data. Teaching timetables are published well ahead of the end of year.



Buddy for all New Staff

All new staff are assigned a buddy once recruited to support them both on the lead up to joining, and across their first year.



Minimal Out of Hours Email

A school wide focus on minimising email communication during evenings & weekends, making use of gmail 'scheduled send'.



Great Supportive Team

We are proud to have created a great team that supports each other to succeed and balance family life with work.



Annual Flu Jab

An annual flu jab for all staff, available each winter, free of charge.



Cycle to Work Scheme

We have a salary sacrificed cycle to work scheme starting in September 2020.



Salary Sacrifice EV scheme and charge

Salary sacrificed electric vehicle lease scheme and charge points for use in the carpark

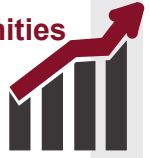


Discounts with Beaumont Evening Classes

Opportunity to join classes such as French, German, Italian as well as Woodwork and Textiles.

Focused CPD and Career Opportunities

We encourage all our staff to engage in reflective and relevant CPD regularly and promote opportunities to progress.



Skills training packages for all

Unlimited access to Istek, TES training packages covering excel, word, google and topics such as time management and mental health training.



Regular staff clubs and events

Regular staff clubs such as Menopause group, book club and use of the library, netball and football club as well as whole school events are available.



Discounts and Wellbeing services

Edenred discounts scheme offering fantastic discounts on a wide range of products / services



Use of Fitness Suite

The fitness suite with cardio machines, weight machines and free weights is available to use.



Dedicated staff areas

Staff rooms and workspaces including an outdoor area for staff only.



Staff fund

Staff contribute a small amount to cover gifts to staff for life events (births, weddings etc).



Complimentary Refreshment

At break and complimentary food provided on INSET days and evening events such as consultation evenings, STE



Staff Perks

Employee Assistance Programme (Free 24/7 counselling, legal & information line to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing)



It is our intention to continue all of these items for the foreseeable future, unless prevented by financial constraints.

Enjoy & Excel

THE FACILITIES & SITE TEAM

Our wider Essential Support Services (ESS) team consists of approximately 70 employees with a 'can do' attitude. ESS plays a pivotal role in supporting the smooth running of all operations within the school community. In addition to the Facilities & Site team, ESS includes; Human Resources, Cover Team, Attendance Team, Exams Office, Library, SEN team, Main Office and Reception, Reprographics, KS3/4/5 Support Teams, Technicians, Finance & Data and ICT

This pivotal Facilities Manager role leads the facilities and site management of Beaumont School, ensuring safety and compliance in all areas. Acting as line manager to a site team of 6 employees, the role holder will ensure that a wide range of premises and site issues are resolved proactively and efficiently to maintain a clean and safe environment, with exceptional facilities at all times.

A great communicator, this role involves liaising with various internal and external stakeholders to co-ordinate maintenance and ensure that capital works are undertaken within the school, in line with agreed plans. The role holder will demonstrate best practice in the management of school premises, embracing projects and seeking to win any available funding to further improve provision. It is a really exciting time to join the team, as the Facilities Manager will play a significant role in our ambitious DFE 'School Rebuilding Programme' capital project.

Whilst the Facilities Manager role is required during core working hours (with the flexibility to be available out of hours on occasion), the wider site team provide operational support to the whole school, across weekdays from 6am to 10pm.

"A busy and varied role that gives a great deal of job satisfaction in knowing that the school premises are the best they can be for students and staff"

Lyndsey McCutcheon
Current Premises Manager

Helen Purple
School Business
Manager



JOB DESCRIPTION – Facilities Manager

Job Title:	Facilities Manager (M1)
Responsible to:	School Business Manager
Commitment:	37 hours per week (either 7.30am - 3.30 pm or 8am - 4pm Mon - Thu and either 7.30am - 3.30pm or 8am - 3.30pm on Fri with 30 mins unpaid break each day). Would consider either Term Time plus 3 weeks (41 weeks) or 52 week contract
Salary Range:	M1 scale point 32 - 36 starts at £41,510 Full time equivalent (or £38,055 Actual, if on 41 week contract) Plus fringe of £706 Full time equivalent (or £647 if on 41 week contract).

Overall Responsibility

- Provides effective and efficient management of the school site and grounds and contributes to the strategic vision for premises development. This includes building fabric, service installations, energy / environmental management and health and safety to enhance the learning environment for staff and students

Core purpose / tasks

- Oversee the day to day running of the school premises
 - Lead and manage the team of site staff in a clear and purposeful manner, including monitoring and evaluating the work of the site management team, carrying out their appraisals and ensuring that the site is staffed at all times including during holidays and staff sickness.
 - Organise the maintenance, repair and servicing of - equipment, machinery, vehicles, boilers, heating system, fire alarm, security system, etc.
 - Manage and monitor all contracts ensuring that required standards are met - grounds, catering, cleaning, reprographics security etc.
 - Supervise the cleaning and catering teams, in conjunction with the School Business Manager
 - Responsible for H&S within the school including chairing committee meetings, carrying out fire drills, H & S audits, managing risk assessments, training of staff (including First aid) and Control of Substances Hazardous to Health Regulations (COSHH) procedures.
 - Responsible for the overall security and safety arrangements of the premises including oversight of CCTV, clearing paths in adverse weather and maintain a register of keys etc.
 - To operate with due regard to maximise energy efficiency and be an active member of the Sustainability Committee with key responsibilities.
 - Arrange and monitor mini bus driving assessments, checking fitness to drive and maintaining information on database
 - Obtain quotations or tenders for work to be carried out
 - Engage and oversee the work contractors
 - Complete the Asset Management Plan, Suitability Surveys, Good Estate Management for School (GEMS) documentation etc.
 - Manage all related budgets and work within budgetary constraints, utilising best value principles to ensure efficient and effective distribution of resources
- Report to the Leadership team and Trustees
 - Maintain the school's Risk Register and Business Continuity Plan and undertake audits as necessary
 - Oversee and monitor the necessary tests including testing of portable appliances (PAT), electrical and water etc and maintain the appropriate records
 - Act as Project Manager for small scale building projects and liaise with the Headteacher, School Business Manager and project manager of SRP on behalf of the school
 - Source and apply for any premise related funding particularly from the Academies Capital Improvement fund
 - Liaise with the School Business Manager on appropriate matters such as insurance, asset management systems and archiving.
 - Member of the Emergency Response Team (ERT)
 - Investigate and implement an electronic compliance system
 - Supervise lettings company
 - Managing facilitation for school events, liaising with communications manager

This job description may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION: Facilities Manager

		Method of Assessment
Education, Qualifications & Training	<p>Essential</p> <ul style="list-style-type: none"> ● GCSE English & Maths grade C/4 or above ● Hold / working towards relevant qualification e.g. IOSH 	<ul style="list-style-type: none"> ● Application Form ● Certificates
Experience	<p>Essential</p> <ul style="list-style-type: none"> ● Experience of managing staff ● Experience of managing complex demands with a high degree of customer satisfaction ● Experience of financial management and budgetary control strategies ● Knowledge of the main requirements of Health and Safety legislation <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working in an educational environment ● Experience of working within a facilities department 	<ul style="list-style-type: none"> ● Application Form ● References
Skills	<p>Essential</p> <ul style="list-style-type: none"> ● Excellent communication skills, both oral and written ● Excellent interpersonal skills to promote good working relationships between contractors, external agencies, staff and students ● The ability to work to tight deadlines and to take responsibility for meeting agreed targets ● The ability to problem solve ● The ability to plan ahead to ensure long term goals, objectives and strategies are met ● The ability to work under own initiative and to be proactive ● Excellent organisational skills ● Willingness to work flexibly, as and when required ● To have an understanding of and commitment to child welfare and safety 	<ul style="list-style-type: none"> ● Application Form ● References ● Interview
Personal Characteristics	<p>Essential</p> <ul style="list-style-type: none"> ● Team player but also willing to lead ● Confident, adaptable and resilient ● Self motivated and able to use initiative ● Pays attention to detail ● Ability to communicate effectively to a variety of audiences ● Has the ability to build a rapport with colleagues 	<ul style="list-style-type: none"> ● Application Form ● References ● Interview

Application Process

Beaumont fosters a culture that is inclusive, as well as diverse and where our people can be themselves. As such, we have a valuable community of governors, staff, pupils, parents and alumni from a wide variety of backgrounds.

We welcome applications from all, with our primary goal being to recruit exceptional staff, who will provide exceptional learning to our students.

To apply for this position please complete the application form within mynewterm. We are not able to accept T&C's.

All questions regarding our application process can be directed to Human Resources at hr@beaumont.school

We are keen to give candidates a good insight to our school environment during their interview. **As such, the application process for this role will include**

- Tour of the school – student led
- Interview (with Human Resources, leaders from the department and / or Senior Leadership team)
- Delivery of a relevant business task
- Meet the team

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement early and once a suitable candidate is found.

Safer Recruitment Information for Candidates

This information is aimed at helping you to understand what is required should you be invited to interview.

We do request that you bring to any interview all of the relevant Pre-Employment Vetting documentation. This will allow us to take copies and commence our safer recruitment checks quickly, in the event that you are successful. For candidates that are not successful, this confidential information would be disposed of securely.

Safeguarding Children and young People

Beaumont School is committed to safeguarding and promoting the welfare of children and/or young people.

We have robust processes and procedures in place to reduce risk and continuously promote a positive culture of safeguarding across our workforce. The post you are applying for is subject to our safer recruitment process and we would ask you to review our [related policy](#) ahead of any interview.

Pre-employment Vetting

As part of our safer recruitment process, Beaumont School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

Declaration of previous convictions

All posts at Beaumont School are exempt from the Rehabilitation of Offenders Act 1974, however some specific spent convictions and cautions are now 'protected' and need not be disclosed. All other police cautions or convictions for a criminal offence must be disclosed. Guidance can be found on the [DBS website here](#) where you can review the 'criminal record filtering rules'. As part of our recruitment process you will be asked to complete a staff declaration for disclosure of Criminal Offences.

Disclosure and Barring Service Check

Successful applicants seeking to work with children and / or young people will be required to undergo an Enhanced DBS check; including Children Barred list checks. This will need to be completed and the original certificate seen by us, prior to your employment commencing.

To enable us to initiate a DBS check, please bring to the interview your appropriate Identification and Proof of Address documentation as per the guidance [here](#).

If you are subscribed to the DBS update service, please bring along your existing DBS certificate and we will ask

you to sign a permission slip for us to complete an update check.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside of the United Kingdom for more than 6 months within the last 5 years, an additional police check will be requested with the appropriate country of residence.

Qualifications / Registration with a Professional body

If the post applied for requires a specific qualification and/or registration with a professional body, you will be required to bring the original certificate(s) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Social Media Checks

We may undertake social media checks as part of our recruitment process

References

Candidates are required to provide a minimum of two referees, one of whom must be your most recent employer and should be able to confirm your suitability to work with children and/or young people. If you have undertaken voluntary work with children and/or young people you may use the voluntary employer as a referee.

Eligibility to work in the UK

We have a legal obligation to check that all potential employees are eligible to work in the UK.

Right to work in the UK will be validated through sight, at interview, of original documents that are on the list of [acceptable documents prescribed by the home office](#).

Medical Assessment

All offers of appointment will be subject to you being deemed 'fit' to work with children and/or young people by our Occupational Health provider. We are a diverse employer and welcome applications from people who have a disability.

Training

In advance of commencing, all new joiners will need to complete remote training on Safeguarding and Prevent. You will be sent logons in order to complete this. If you have worked in an educational establishment previously, we will accept existing valid certificates of this training (please bring these with you to interview).

AT BEAUMONT

What our staff have to say about our school...

When I decided to change my career and become a teacher, I didn't really know what to expect. From my first day at Beaumont I felt welcome and that staff and students alike wanted me to succeed.

Beaumont students are friendly, well behaved and want to do well. The feeling of community and pride that I sensed when I first arrived has only grown stronger as I have become a part of that community.

The day to day support and encouragement I receive from my department has been a major factor in my succeeding as a new teacher. The senior leadership team is incredibly supportive, accessible and passionate about providing an environment where students can thrive.

The mutual and respectful relationships that exist between staff and students make me proud to be a part of the Beaumont community. I have no regrets about becoming a teacher

Ian Laws



Beaumont school is a great place to work and for career development. There are lots of opportunities for training throughout the year. I initially applied as a part time SEN administrator but was offered some additional hours as a teaching assistant. I've had training for my admin role and it has developed since 2015 but I also now have the opportunity to take small groups of students for learning support lessons.

The staff at Beaumont are very friendly and welcoming. The staffroom is also a warm and welcoming area and its nice to see lots of different people in there. There are also lots of social gatherings throughout the year where staff from all departments can get to know each other and have a nice time. I have developed strong friendships with people in all different areas of the school.

The ESS team are an important part of the functioning of the school and every person is a valued member of this community. I have always felt supported and appreciated in my role within this team and this is evident in the fact that this has been the longest that I have worked in the same organisation.

Salma Khanum





CONTACT US



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