



Facilities Manager *Candidate* *information brief*

November 2024

Dear applicant,

Thank you for taking the time to find out more about King Solomon Academy in Westminster and the possibility of working here. Included in this information pack is information about the academy, and the role of Facilities Manager. This is a unique opportunity to be part of an outstanding school, which seeks to redefine what is possible for a school serving an inner-city community.

We are looking to recruit an experienced and highly organised Facilities Manager to join the Operations team. The successful candidate will have the responsibility for the management and operation of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, letting of our facilities and contractors.

The academy is an all through school, serving over 1300 pupils from Nursery to Year 13. It is split across two sites, the Younger Years Site at Crompton Street, housing our Nursery to Year 4 children, and the Older Years Site at Penfold Street, housing our Year 5 to Year 13 students.

To apply, please complete the application form via <http://kingsolomonacademy.org/current-vacancies> by **Friday 6th December 2024**.

If you would like any further information or wish to discuss the role, please contact Gabriella Woolf by email on g.woolf@kingsolomonacademy.org.

I wish you the best with your application.

Yours sincerely,



Beth Humphreys
Principal
King Solomon Academy

Job Description: Facilities Manager

Reports to:	Vice Principal - Operations
Start date:	As soon as possible
Salary:	Ark Support Band 10 Points 30-37 (£42,398-£49,502)
Hours of work:	5 days (36 hours) per week, 52 weeks per year

The Role

To have responsibility for the management and operation of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, letting of our facilities and contractors.

To ensure that the academy gives a positive first impression to all users of the building and that pupils, staff, hirers, visitors and contractors can work in it effectively and safely ensuring compliance with legislation and guidance as it relates to this post.

To ensure that the buildings and grounds are maintained and run efficiently following good sustainable and value for money principles and that the building management system is optimised to minimise energy use and utility expenditure.

To manage and develop the Premises team and oversee contractors providing building, grounds and cleaning services to the Academy to ensure these are of the highest standard.

To support the Vice Principal for Operations to implement relevant Academy policies, procedures, and risk assessments, especially those relating to Health and Safety

To be a principal key holder responding to emergency call-outs, out-of-hours and at weekends.

Key Responsibilities

Facilities and Premises Management

- Manage the Premises Team, to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising. Manage out of hours cover, investigate and respond to emergency call-outs as needed. The postholder may be called out at unsociable hours to deal with security issues, to allow contractor access or to make emergency repairs.
- To be responsible for the maintenance of all Academy buildings, grounds and utilities, and establish and operate an agreed programme of planned preventative maintenance, ensuring that repairs and remedial works are carried out in-house, calling on contractors if required.

- To introduce, update, implement and monitor site policies and procedures to ensure the continuing safety and protection of the site and its occupants and continue to look for new initiatives to develop facilities, protect the assets and optimize costs. Assist with implementation of any sustainability measures or schemes that may be available to the academy.
- To ensure that risk assessments and management plans are up-to-date and implement any action plans to rectify any deficiencies, producing new risk assessments for any hazardous activities identified.
- Ensure that all refuse is disposed of promptly and in accordance with legislation.

Site Security

- To act as the first keyholder, responding to emergency call-outs contacting approved suppliers as appropriate, to ensure safety and security is maintained, risk minimised and the buildings protected.
- To ensure efficient systems are in place to keep the Academy secure, including CCTV, access control systems, intruder alarm system, fire alarm system, making sure these are set when the Academy is closed. Responsible for safe custody of keys and signing issued keys in and out for routine and non-routine opening.
- Manage the opening and closing of the academy daily at the agreed times ensuring that the academy is available for evening and weekend use as required.
- To ensure that the member of staff on duty patrols the building after having locked and secured it, at least once each evening. All windows should be closed, and potential intruder entry-points closely monitored.

Health and Safety

- Manage and supervise contractors while working on the academy site operating a permit to work system as required.
- To chair the KSA Health and Safety Committee, organise half- termly meetings, produce and circulate minutes and act upon any recommendations agreed by the Committee and ratified by the senior management team.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health/Safety of him/herself, and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- Manage and supervise contractors while working on the academy site operating a permit to work system as required.
- Maintain records of servicing, maintenance and inspection.
- To keep up-to-date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation and monitoring of regulations.
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved to the Operations Lead.
- To maintain up-to-date fire risk assessments and health and safety risk assessments and organise termly fire evacuation drills, time the evacuation and keep appropriate records.
- To regularly inspect the fire extinguishers, lifts, refuge alarm call points and maintaining an up-to-date log. Ensure all fire exits and escape routes are kept free from obstruction at all times.
- To be responsible for weekly testing of the fire alarm and keeping an accurate and up-to-date record.

- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- To ensure that all paved and tarmacked areas of the Academy are kept in a tidy state, during icy conditions to use rock salt on paths and playground to reduce problems with ice. To complete the relevant risk assessment during bad weather, taking necessary action to reduce hazards identified.
- To regularly check on the condition of the building and report any defects to the Principals or Operations Lead assessing the nature and extent of any repair work required. To undertake minor repairs and maintenance tasks within the postholder's competence, arranging for other repairs to be carried out by qualified contractors, following the principles of 'best value'.
- Manage all utilities at the Academy, such as electricity, gas and water, in order to ensure quality of service, cost-optimisation and best practice implementation. Take monthly meter readings, keep accurate records, and submit them to the relevant supplier, reconciling readings against invoices when received.
- To be competent in operating the Building Management System (BMS) database, ensure that it is running effectively and efficiently and optimized for the conditions.
- To order goods, receive, check, and store them appropriately. To draw up and maintain an inventory of tools and premises equipment. Ensure tools are properly maintained and kept safe and secure.
- To take responsibility for all school furniture, fixtures and fittings including maintaining an inventory. To carry out repairs and maintenance as needed.

Cleaning

- Ensure that all areas of the building are clean and ready for use liaising with the cleaning contractor to undertake periodic cleaning and one offs for specific functions.
- Ensure that all welfare areas are kept stocked and hygienically clean.
- Ensure that any spillages are mopped up and that any bodily fluids, vomit and other soiling are cleaned up as soon as practical.
- Ensure prompt removal of any internal and external graffiti.

Grounds Maintenance

- To be responsible for maintaining the grounds to a high standard including litter picking and rubbish removal, path clearance, weeding, tree and shrub pruning etc.
- To ensure the multi-use games area (MUGA) is kept free from litter, leaves, etc. and to monitor the sand levels.
- To monitor the landscape/MUGA contract and ensure that it is performed to a high standard and to organise specialist grounds work as required.

Lettings

- To manage the lettings contract, ensuring the company maintain the building and leave it ready for use by the academy staff each day.
- To communicate with academy staff regarding lettings as required and ensure there is no clash in the use of the building between the academy and the lettings company.

Other

- To meet weekly with the Operations Lead to plan and review progress

- To ensure Premises staff receive appropriate training according to their role and responsibilities such as manual handling, working at height, PAT testing etc.
- Undertake other various responsibilities as directed by the Operations Lead or the Head Teachers
- Undertake the main professional duties of Facilities Manager as set out in the ARK Schools pay and conditions of service document.
- The post holder will be expected to arrange holiday/sickness cover within the contracted hours of the team as far as possible, ensuring there are sufficient staff on site at all times.
- To work at either the Older or Younger Years site as required, and to be flexible with shift times as is required by the academy.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification: Facilities Manager

Qualification Criteria

- Right to work in the UK
- Relevant Health and Safety qualifications and/or willingness to undergo training as required.
- Understanding and ability to apply regulations (such as Health & Safety, Fire, Manual Handling, Asbestos & Legionella)

Skills and Attributes

- Ability to manage, motivate and develop an effective team including managing and reviewing performance against agreed targets.
- Ability to organise and supervise the work of others (eg contractors and cleaners)
- Physically fit with the ability to carry and handle heavy items.
- Ability to verify time sheets, monitor overtime claims, delivery notes, end of lettings forms and to write management reports as required including performance management and monitoring performance against targets.
- Highly skilled/ experienced in caretaking, building and/or garden maintenance
Experience of plumbing, carpentry, or electrical work desirable.
- Experience of maintaining grounds, knowledge of maintaining synthetic sports surfaces an advantage.

Personal Characteristics

- Excellent team leader, a 'can-do' attitude, able to prioritise tasks for yourself and the team, helpful, caring, and friendly and willing to undertake extra tasks and support colleagues.
- Strong oral communication skills, with the ability to communicate tactfully and effectively.
- Understands the importance of confidentiality and discretion.
- Able to follow instructions and direction, but able to show initiative, solve problems, make good judgements and lead when required.
- Self-motivated and resilient with the ability to work calmly under pressure.
- To be pro-active in planning preventative maintenance measures to ensure the site runs smoothly.
- Flexible attitude to work, commitment to work as part of an agreed shift pattern, able to be on call for emergencies and deal with regular lettings.

Specific Skills

- Good IT skills. including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills.

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Service check.
- To undertake any other responsibilities as directed by the Line Manager or the Head Teachers
- To attend training appropriate to the post



Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. Beth has now been appointed to lead King Solomon Academy as Principal. She is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”



Facilities

King Solomon Academy – Older Years Site is based in a combination of purpose-built brand new buildings and a Grade II listed building, which was previously North Westminster Community School.

- Years 5-13
- A multi-use games area with flood lighting for year-round use
- A new sports building with excellent indoor sports facilities and equipment
- On-site catering facilities to provide high-quality hot meals every day.

King Solomon Academy – Youngers Years site is set in the beautiful old school buildings formerly known as Ark Paddington Green Primary School.

- Years Nursery – Year 4
- Extensive woodland areas
- Newly refurbished ground floor classrooms and offices, and refurbished staff room and staff work room.
- Brand new Nursery building

Ark Safe Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

If you can't fly then run, if you can't run then walk, if you can't walk then crawl,
but whatever you do you have to keep moving forward.

Martin Luther King

