



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Facilities and Estates Manager

Full time

From 1 September 2024

Information for Applicants



Cranmore *part of the Effingham Schools Trust*
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

• Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE **ST TERESA'S**

Welcome from the Director of Operations



Dear Applicant

Thank you for taking time to consider applying for the Facilities and Estate Manager position. I hope that after reading the enclosed information you will be excited and encouraged to join our team.



Cranmore is a leading independent school in Surrey and is part of the Effingham Schools Trust which comprises three schools across well-equipped sites. Cranmore is situated between Guildford and Leatherhead on the main A246 and is a wonderful 25-acre site blessed with fantastic facilities. Currently there are 525 pupils with exciting plans continued growth.

We have a motivated body of staff who are willing to give their best to ensure a positive school experience for our students. Senior Leadership support staff to engage and thrive within our school and wider Trust communities. All staff take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I very much hope that after your initial interest, you can see that this role and school will provide the right candidate with an excellent opportunity to join a growing organisation where staff are supported to build their career and trust that you are encouraged to apply.

Andy Ellison

Director of Operations

Facilities and Estate Manager

Hours of work: 40 hours per week, all year round

Lunch is provided during term time

Holidays: 5 weeks' holiday per year plus Bank Holidays.

The Role

The Facilities and Estates Manager will report to the Director of Operations of the Effingham Schools Trust and liaise closely with the Head teacher of Cranmore.

As Facilities and Estates Manager, you will be responsible for the day-to-day maintenance of all the school's properties, buildings, facilities and main services. As well as heading a small maintenance team and provide labour with guidance and advice on general manual skills.

You will be responsible for the preventative maintenance programme and holiday works programme. Implementing all work projects as directed, including seeking quotes, scheduling work, liaison with contractors and supervision on site.

The Duties

Duties will include:

- General Facilities maintenance including plumbing, heating systems and swimming pool.
- Assisting in the full range of running repairs, building works portage and ground maintenance tasks. (Minibus driving may be necessary)
- Setting up equipment and furniture for school functions.
- Managing a team with flexible work in order to provide cover for the premises during use seven days per week, 52 weeks of the year.

Main Responsibilities

- Day to day maintenance of all the school's properties, facilities, services, fixtures, and fittings, including responding to emergencies as required.
- Ensure all grounds including play and recreational areas, sports fields, swimming pool and tennis courts are maintained to a high standard.
- Oversea regular service contracts covering the school's plant, equipment, and facilities.
- Ordering, receipt and authorisation of invoices for all materials, equipment and services within the remit of the maintenance department
- Keep maintained and operating efficiently the installations and plant relating to electricity, gas, oil, heating, water, sewage, catering and other allied functions.

Management and Supervision

- Management and supervision of all maintenance staff including the Gardener, Groundsmen and general maintenance operatives.

Facilities and Estate Manager

Facilities Maintenance

- Assist with the delivery of materials to deal with repairs.
- Carry out works such as the painting of classrooms and the programmed repair and painting of buildings and facilities.
- Carry out all minor works in order to improve the site.
- Make suggestions of improving the buildings and site to the benefit of the school.
- Oversee routine maintenance.
- Report all defects, which require specialist repair, including electrical repair.
- Replace lights and domestic fuses as required.
- Inspect plumbing and report/repair defects as appropriate.
- Synchronise clocks, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables, chairs and any other deemed appropriate.

Health and Safety

- Attendance at the termly H&S Meeting
- To act as the School's Health & Safety Manager and Fire Safety Officer reporting to the Director of Operations through the onsite H&S lead on these specific responsibilities.
- Maintain the School's Fire and Intruder Alarm systems and fulfil the duties of Fire Safety Officer.
- Undertake Risk Assessments and ensure that the school complies with ISI, Health & Safety, Fire and other building related regulations.
- COSH management.
- Security and associated duties:
- Managerial duties including assisting the school caretaker in carrying out security procedures for school buildings and grounds.

Compliance

Ensure regulatory compliance inspections are completed for fire, electrical fixed wiring and portable appliances, asbestos, legionella, and all associated record keeping.

Other duties

- Attendance at the weekly diary planning meeting with the Director of Operations and other meetings as may be required.
- The arrangement of rooms for school functions, events, exams etc
- Assist with the letting of facilities to external organisations.
- Monitor, review, and update the 5-year CAPEX facilities programme in consultation with the Director of Operations. Brief Executive Director regarding priority, value, and delivery. Once approved, oversee successful delivery of CAPEX projects at Cranmore.
- All other duties and responsibilities as may be requested by the Head teacher or Director of Operations.
- Driving: To work closely with the Transport Supervisor to provide a relief driver from the Facilities Team as and when necessary, covering sickness and absence.

Facilities and Estate Manager

Qualifications Education & Training	Essential	Desirable
Knowledge of basic health and safety legislation.	✓	
Familiar with operation of electrical/mechanical systems	✓	
Understanding of site security issues	✓	
Willing to undergo training as required, able to understand and apply regulations (such as health and safety, manual handling regulations etc).	✓	
Health & Safety qualifications		✓
D1 (101) licence		✓
Previous managerial experience		✓
Experience, Skills & Knowledge	Essential	Desirable
Competent at basic building repairs and maintenance. Wide experience of the building trade.	✓	
The ability to follow and carry out written and verbal instruction.	✓	
Able to effectively organise own work and organise small teams.	✓	
Ability to communicate clearly and effectively, both orally and in written form	✓	
Able to regularly handle/carry heavy items.	✓	
To demonstrate experience of trade/building skills.	✓	
Ability to prioritise.	✓	
Ideally with a trade and/or plumbing background.		✓
Experience in a school environment.		✓
Experience of swimming pools.		✓
One or more of the following skills: plumbing, electrical, bricklaying, carpentry, plastering and painting & decorating.		✓
Personal Characteristics	Essential	Desirable
Enthusiastic, dedicated and adaptable	✓	
Good inter-personal skills, with the ability to provide direction and leadership of others.	✓	
Able to work effectively with little supervision.	✓	
Polite and courteous to members of the public, staff, pupils and parents.	✓	
Calm and patient under pressure	✓	
Co-operative with other employees, parents and visitors.	✓	
Able to show initiative and work proactively to ensure the smooth running of the site.	✓	
Conscientious, and wanting to take pride in their work.	✓	
Responsible and flexible in approach with a positive can do attitude.	✓	
Note: The successful candidate will be required to undergo an Enhanced DBS Check		

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided onsite.

Employee Assistance Programme

A free, confidential 24-hour telephone service.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, 6 hole golf course, squash courts and a staff fitness class.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Long listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be given a tour of Cranmore. Candidates subsequently selected for the short list will spend a day at Cranmore completing a series of relevant tasks. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; Please **note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: 31st May 2024

Start date: 1st September 2024 (or earlier by agreement)

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

ISI Inspection Report, Feb 2022

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

ISI Inspection Report, Feb 2022

Pupils are polite and respectful and develop positive relationships with each other and the staff.

ISI Inspection Report, Feb 2022

Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.

ISI Inspection Report, Feb 2022