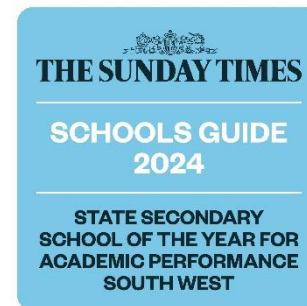




# **Pate's Grammar School Operations Manager Vacancy Information Pack**

SCP 26 – 30 £34,834 to £38,223 per annum





# Welcome from the Headteacher

Thank you for your interest in working at Pate's. Pate's is a school where high academic expectations are central to our purpose and we take great pride in the exceptional achievements of our students.

Pate's ranks among the highest performing schools in the country at A Level and GCSE, yet we place equal importance on fostering a culture of engagement and participation in all areas of the curriculum. Students thrive on the range of opportunities available to them in sport, drama, music, the arts, and outdoor education.

Our school stands on a fantastic site, with vast sporting fields and state of the art facilities. Our students retain fond memories of their time with us and stay in touch through an active alumni community for many years after leaving our school to embark on their future plans.

We also take great pride in the exceptional achievements of our staff, who are central to the achievements of our students. We place great importance on providing a workplace where as a member of our team you can thrive, develop and grow, and where you have the opportunity to achieve exceptional things during your career with us.

At Pate's we strive to provide you with engaging employment opportunities along with variety in your work. Those that work in support roles are equally as important to the achievements of our team and students as teaching staff, we all work together as a team to achieve our objectives, each of us playing a crucial role in our success.

We look forward to receiving your application for this vacancy.

Dr James Richardson

Headteacher



# Operations Manager - Advert

**Salary** NJC Pay Scale 26 – 30, £34,834 to £38,223 per annum.

**Hours** Full Time – 37 hours per week, 52 weeks per year.

We have a fantastic opportunity to join the Pate's team for a highly motivated and enthusiastic Site Manager to lead our dedicated site team.

In this role, you will be responsible for ensuring the school has a safe, secure, clean and welcoming environment for all who work in, learn at and visit.

You will manage the Health and Safety of the school, ensuring all security, repairs, maintenance and cleaning programmes are implemented, carried out and reviewed, along with maximising the use of the schools buildings and facilities to maximise income.

To be successful in this varied role, you will be an excellent communicator, approachable and adaptable, able to work as part of a team able to get the best out of your people and also able to work on your own initiative. You will be organised and flexible in your approach with outstanding problem-solving skills and attention to detail, passionate about what you do you will lead by example to achieve the requirements of the role.

If this sounds like the opportunity for you, please find full details of the role in this recruitment pack, along with details of how to apply. We look forward to receiving your application.

# The Premises Management Team



Premises Management is an integral part of the daily running of our school.

- There are currently 2 full time members of the Premises Management Team, we are looking to add a full-time Operations Manager to oversee this team.
- The Team is a flexible, hardworking team, supporting the whole school and supports all school events.
- The School Site is a large site that is maintained to a high standard by the Premises Management team with the help of contractors for grounds maintenance and cleaning. The sporting facilities include a climbing wall, sports center, fitness suite, Astro Pitch and cricket nets that are looked after by the Site Management Team .
- The school has a clear Premises Development Plan which outlines our long-term strategic road map to ensure site energy efficiency and Good Estates Management. The Operations Manager and Premises team are integral in supporting the continued implementation of this Plan.

# Pate's - Background

Pate's is a school of 1200 students, including 500 in the sixth form and over 150 staff.

Over the last few years Pate's has twice been named as the Sunday Times 'National School of the Year', and State Secondary School of the Year for Academic Performance in the South West in 2024, and our examination results see us as one of the top state-funded schools in the country. This is a school with a strong academic legacy and an extra-curricular offer which ensures our students have exceptional opportunities to develop their interest and talents in a happy, vibrant, and caring environment. We expect students to become independent thinkers who embrace challenge and are supportive of others, and to leave us with exceptional outcomes and the intellectual skills and emotional maturity to shape their own futures and thrive beyond Pate's.

Pate's is a special place to work and learn and our alumni community remains an active part of school life.



# Job Description

## Role Overview



As Operations Manager the role holder will be responsible for maintenance of the whole school environment to meet statutory and school standards through the effective implementation and review of security, repairs, maintenance and cleaning programmes, along with maximising the use of the schools buildings and facilities to maximise income.

## Core Responsibilities

### Management

- To instruct and supervise the work of the Site Team and Cleaning staff outside of the cleaning contract.
- To supervise all building work including projects undertaken by contractors and ensure their Risk Assessments and Method Statements are in place
- To be involved in the planning of all site projects
- To manage the budget for building and grounds maintenance, H&S and site projects
- To monitor and supervise the standard of cleaning undertaken by the contractor
- Oversee the Grounds Maintenance Contract.
- Work with Director of Finance with regard to relevant areas outlined in the school improvement plan.
- Follow the school finance policy to award contracts for capital and other projects to ensure value for money
- Alongside the Director of Finance manage the conception and supervision of capital projects, including submission of Condition Improvement Funding Bids. Working with outside contractors to ensure all work is to an acceptable standard
- Liaising with current and prospective lettings within the school to maximise lettings income and provide best service.

### Security

- Ensure that the premises are unlocked and locked for the normal working day and for lettings
- Carry out security checks as required
- Respond to emergencies affecting the school premises ensuring cover is in place outside normal hours.
- Manage the external contract for security and fire monitoring

# Job Description



## Core Responsibilities continued

### Maintenance

- Ensure all intruder and fire alarm systems are in good working order and are regularly serviced
- Ensure essential maintenance work is completed on a pro-active and reactive basis,
- Liaise with contractors as necessary, keeping full records for audit purposes
- Check the operation of the boiler/heating plant and ensure that the premises are heated in accordance with guidelines.
- Ensure that monthly readings are taken for all utilities and monitored on a regular basis
- Monitor environmental data to provide more efficient heating and ventilation of the site

### Health and Safety

- Ensure that Health & Safety procedures are paramount throughout the school and followed by all
- Ensure relevant regular statutory tests and checks are completed including: Legionella, PAT testing, emergency lighting, fire and security alarm system, access equipment, school bells, firefighting equipment including smoke detection, water temperature, gas alarm systems, stage lighting, air conditioning units, boiler systems, catering equipment (gas), lift servicing, pressure vessels, dust extraction, AED (Defibrillator), lightning protection and CCTV.
- To assist the Safeguarding team to ensure student safety in school, when required.
- To assist in creating and maintain Personal Emergency Evacuation Plans (PEEP) for evacuation purposes
- Monitor all risk assessments ensuring they are fit for purpose, reporting on any errors or omissions
- Work with Gloucestershire County Council and HSE to ensure H&S, fire awareness and evacuation plans are assessed and audited
- Manage and maintain Health and Safety Manuals for all plant installations
- Arrange and monitor staff Health and Safety compliance training.
- Support Induction training for all new staff in regards to H & S



# Job Description

## Core Responsibilities continued



### Other duties

- Ensure deliveries of school supplies are distributed in accordance with the instructions received from the Finance Office
- In conjunction with the Head of OED, ensure the school vehicle fleet is maintained in line with legal requirements
- Transport pupils, staff or supplies in the school vehicles whenever necessary
- Attend evening events at the school for site security/parking duties
- Liaise with residents, local committees and attend local meetings as necessary
- Ensure the secure destruction of all school data
- Managing the waste and recycling contract
- Setup and monitor all relevant contracts for site services and utilities in line with following relevant legislation
- To be both strategic and hands-on (when needed) with DIY and decorating skills

The role holder will be required to carry out the duties and responsibilities of the post in accordance with Pate's policies, ethos, aims and legislative requirements at all times.

The details contained within this job description are not exclusive or exhaustive and the school may require the role holder to undertake other duties not detailed here commensurate with the level of the role.

The duties of the role may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence.

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.





# Person specification

## Qualifications

- It would be desirable for the role holder to have, or possibly be willing to work towards, IOSH Managing Safety; NEBOSH; Midas qualification.
- A full driving licence is required.

## Experience, Skills and Knowledge – Essential

- Experience of working in facilities management
- Experience of working in a similar role in a school environment (desirable but not essential)

## Personal Qualities

- A calm, confident, approachable, adaptable approach.
- Able to develop and maintain relationships with people at all levels, with the ability to work with staff and students.
- Able to work as part of a team, understanding others roles and responsibilities and own position within these.
- Honesty and integrity.
- Ability to maintain confidentiality at all times.
- Excellent communication skills, verbal and written.
- Ability to advise, negotiate, persuade and encourage others.
- Team building skills.
- Ability to explain instructions and convey ideas clearly and accurately to others.
- A willingness to use initiative and taken responsibility.
- Be organised and efficient, with an ability to prioritise and multi-task.
- Committed and flexible approach to your work.

## Other

- Commitment to safeguarding and promoting the welfare of children and young people.
- Passionate about improving the quality of education for children and young people.



# Safeguarding

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

# Equal Opportunities

Pate's Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.



# Want to apply or know more?

## Applications

If this role sounds like the opportunity for you, please complete the Support Staff application form (available on the school website [Vacancies – Pate's Grammar School \(patesgs.org\)](https://www.patesgs.org/vacancies)) along with a letter of application detailing why you are interested in the role and what makes you a strong candidate. Please email your completed application to [jobs@patesgs.org](mailto:jobs@patesgs.org). The closing date for applications is 9am on **Monday 24<sup>th</sup> June 2024**.

We intend to hold interviews on **Monday 1<sup>st</sup> July 2024**.

## Further Information

We welcome questions and queries from prospective applicants. Please don't hesitate to contact Francesca Coppola (PA to the Head) at [jobs@patesgs.org](mailto:jobs@patesgs.org) if you would like to ask a question, arrange for an informal chat or request a tour.

