

Candidate Information Pack

Premises and Facilities Assistant (Resident on site)



Candidate Information:

Job Title:	Premises and Facilities Assistant (Resident on site)
Responsible to:	Premises and Facilities Manager
Responsible for:	Maintenance of College facilities and support for College activities
Salary:	£23,045 to £25,444 per annum, DOE
Working Hours:	Full time 36 hours per week, between 5:30am and 6:30pm, plus some evening and weekend working 52 weeks per year
Holidays:	26 days annual leave plus bank holidays rising to 30 days after 5 years

How to apply

Your completed application form and letter of application should be submitted electronically to hr@collingwood.surrey.sch.uk. All received applications will be acknowledged electronically. In compliance with safer recruitment guidelines, CVs cannot be accepted.

Closing date: **30th September 2023**

Informal visits to the College are welcomed. Please telephone for an appointment.

Dear Applicant

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally). At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally). This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the College.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely



Mr Eden Tanner
Principal

The site and buildings

The College occupies a large site of approximately 35 acres located between Bagshot and Camberley on the A30. Journey time is around 5 mins from the M3 and 15-20 mins from the M25.



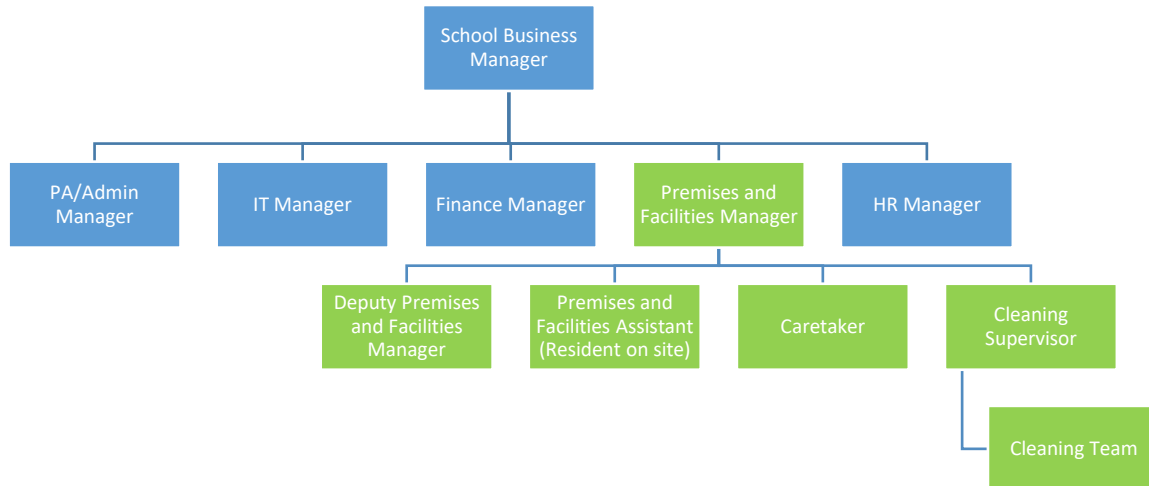
This photograph illustrates the College site comprising:

- Kingston Building
- Barossa Building
- Sixth Form Centre
- Extensive indoor and outdoor sports facilities.

Substantial capital investment in the site sees frequent major improvements to facilities. Recent and ongoing capital projects worth more than £3million have seen or will deliver a new suite of Sixth Form facilities and IT classrooms, new student and staff washrooms, major fire safety improvements, lighting upgrades and improvements to building controls.

Most excitingly, the College is one of 400 schools included in the School Rebuilding Programme which will see extensive replacement/refurbishment of the College's buildings in the coming years. The project will deliver state of the art teaching and sports facilities and help the College take a significant step towards our ambitious 2030 net zero carbon emissions target.

Premises and Facilities Team Structure



Premises and Facilities Assistant (Resident on Site)

Hours: 36 hours per week, Monday to Friday, with some evening and weekend work

Remuneration: starting salary £23,045 per annum

Do you have experience of working in a premises and facilities role, ideally within the education sector?

We are seeking to appoint an enthusiastic, experienced and dependable Premises and Facilities Assistant to join our friendly, professional team. You will be a team player who can work collaboratively within this small team.

The hours for this post are full time, all year round, with flexibility required to work hours outside your normal working day, depending on College events and activities (time off in lieu arranged). This is a 'hands-on' role and involves playing an important part in the maintenance of the College site and delivery of college activities and events. The College's facilities are currently going through an exciting period of development.

We can offer you:

- The support of dedicated, high-performing and friendly colleagues
- Generous annual leave entitlement - 26 days plus bank holidays rising to 30 days after 5 years' service.
- Extensive professional development opportunities
- Local Government Pension Scheme membership
- BUPA Health Care Cash Plan
- Cycle to work scheme
- Employee discount scheme membership
- Accommodation on site in a 2-bedroom bungalow, situated on the College estate, subject to agreement and acceptance of a Service Occupancy Agreement. Further information available on request.

Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to an Enhanced Disclosure and Barring Service check.

Collingwood College is an equal opportunities employer.

JOB DESCRIPTION

36 hours per week between the hours of 05:30 and 18:30 - 52 weeks per annum

Post	<ul style="list-style-type: none"> Premises and Facilities Assistant (resident on site)
Responsible to	<ul style="list-style-type: none"> Premises and Facilities Manager
Core Purpose	<ul style="list-style-type: none"> To provide day to day customer focused support and maintenance services that enable excellent teaching and learning in a clean, safe and healthy environment.
Key tasks and responsibilities	
Organisation and management	<ul style="list-style-type: none"> Supervision of the day-to-day work of contractors on site including ownership of planning, organising and resolving of the routine task list and help desk queries. Prioritisation of routine and unexpected works including helpdesk queries and incidents to ensure they are resolved in a timely manner.
Health and Safety	<ul style="list-style-type: none"> Take responsibility for own and others health and safety. Assist the Premises and Facilities Manager by taking ownership of day-to-day minor health and safety matters in relation to school grounds, buildings and occupancy. Under the direction of the Premises and Facilities Manager undertake routine checks for potential H&S issues, completing risk assessments and taking corrective action and escalating serious/ unresolved issues to the Premises and Facilities Manager where necessary. Ownership of the day-to-day compliance and statutory checks and tests including, but not exclusive to, asbestos, PAT and legionella testing and undertake other routine checks and tests including, but not exclusive to fire alarm sound and emergency lighting. Accurate records must be kept and maintained.
Operations	<p>Under the direction of the Premises and Facilities Manager take ownership of the following on a day-to-day basis;</p> <ul style="list-style-type: none"> General portorage duties including moving deliveries, furniture and equipment around the College. Keep school buildings, grounds, and access areas clean and tidy. Maintain school buildings, grounds, plant, and utilities. Security of site including locking/unlocking the premises before/after College activities and contractor works that take place outside the normal daily operating hours. Under the supervision of the Premises and Facilities Manager undertake maintenance and development projects. Monitoring weather, clearing leaves, snow, ice, moss, and detritus as appropriate, including treatment of surfaces with salt etc. and taking appropriate actions to prepare for bad weather.

Emergency	<ul style="list-style-type: none"> • Act as keyholder and primary site contact for emergency call outs, lettings, and alarm activations, attending site/buildings as required out of hours. • Key role in the emergency evacuation and lock down procedures
Development	<ul style="list-style-type: none"> • Assisting in capital works projects, site development plans and project delivery.
Other	

Additional information

Duties and Responsibilities	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time-to-time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. Duties must be performed in a professional manner, with integrity and mindful of confidentiality.</p>
Work Demands	<p>The post holder will be subject to regular interruptions and changing priorities, there may be a chance of disruption to the overall completion of the task.</p> <p>The nature of the work is such that there will be at times conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.</p> <p>The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. There may be occasions where the working day will need to be extended or evening meetings will need to be attended.</p>

Person Specification

Qualifications and Training	Essential	Desirable
Relevant qualifications (e.g. facilities management, plumbing, electrical etc.)		√
Full UK Driving Licence		√
Health & Safety at work qualification		√
Health & Safety qualification to NEBOSH certificate level		√
First Aid at Work qualification (prior to appointment)		√
GCSE Maths and English to grade C (or equivalent)	√	
Skills, knowledge and aptitude		
Successful experience in a facilities management role	√	√
Excellent verbal and written communication skills, and capable of conversing directly with staff, external customers, senior management and contractors	√	
Experience of working in outsourced services and/or a contract management environment		√
Experience with statutory compliance including water, fire, asbestos etc	√	
Experience of working in a medium or large site		√
Proven competency in Microsoft Office; e.g. Word, Excel and Outlook	√	
Able to work independently with the minimum of supervision in terms of meeting standards and timescales	√	
Excellent customer service skills	√	
Ability to work as part of a team and support the development of others	√	
Excellent working knowledge of health & safety in the workplace	√	
Professional approach in building and maintaining positive, strong working relationships with staff, contractors and stakeholders	√	
Commitment to own continuing professional development	√	
Excellent organisational and administrative skills	√	
Experience of educational organisation and procedures		√
Experience of minibuss driving (or willingness to undertake this training)		√
Project managing minor building works, refurbishments and improvement works		√
Working knowledge of current building maintenance regulations and legislation, including plumbing, electricity and building regulations		√
Personal Attributes		
High personal standards of professionalism and integrity	√	
Flexibility and adaptability	√	
Energy and enthusiasm	√	
Resilience	√	
Ability to act on initiative	√	
Team worker	√	
Attention to detail and accuracy	√	