

General information for applicants

Facilities Manager

The Princethorpe Foundation

The Princethorpe Foundation, which is administered by lay trustees, provides co-educational, independent, day schooling in the Catholic tradition for some thirteen hundred children from age two to eighteen years. The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (ISA and IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

The Foundation's schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The Schools

Princethorpe College opened in 1966 and occupies a fine former Benedictine monastery which was built in the 1830s in 200 acres of parkland. The origins of the school date back to 1957 when the Missionaries of the Sacred Heart opened St Bede's College in Leamington Spa; the subsequent move to Princethorpe gave an opportunity for expansion.

The school became a lay foundation in 2001, when it merged with St Joseph's School in Kenilworth, resulting in the consolidation of a junior school and nursery on the Kenilworth campus. Crackley Hall is a significant feeder for Princethorpe. In September 2016, The Crescent School, a stand-alone prep school for seventy years in Rugby, also merged with the Princethorpe Foundation.

Princethorpe life extends well beyond just exam preparation. The gospel values of love, service, commitment and forgiveness are central to everything which the school does, underscored by the school motto, *Christus Regnet* – may Christ reign.

About one-quarter of the children at Princethorpe are Catholic and the Foundation welcomes children and staff of all denominations. The key catchment area for the school lies in a radius of about twenty-five miles, largely within the conurbations of Coventry, Leamington, Warwick, Kenilworth, Solihull, Stratford, Lutterworth, Banbury and Rugby, all of which enjoy a private bus service.

The Head of Princethorpe, Ed Hester, is Foundation Senior Head and as chief executive chairs the Foundation Executive Committee (FEC) which has responsibility for the day-to-day running of the schools and strategic planning. Financial management, estates, catering, IT systems and marketing for all schools in the foundation are resourced centrally. The Head of Crackley Hall, Robert Duigan and the Head of the Crescent, Joe Thackway, are also members of the FEC.

Ed Hester is a member of HMC and the school also has membership of ISA and CISC.

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 900 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

The school continues with a comprehensive investment programme which over the last decade has seen a Sixth Form Centre built, Sports Centre improvements, chapel refurbishment, a new

Photography department, update of IT facilities, Music department and classroom refurbishment and restoration of The Roundhouse to provide a stunning multi-purpose meeting, teaching and performing space. *The Limes*, a £4.5m fourteen-classroom teaching wing serving English, Modern Foreign Languages, Academic PE, IT and computing opened in September 2014. An indoor climbing wall and new fitness centre were part of the same project. Looking forward the College is considering plans for further investment including *The Close*, a seven laboratory Science block.

Crackley Hall is a high achieving, thriving and happy Catholic school of 300 pupils aged 2 to 11 years. The school and its on-site nursery Little Crackers, are part of the Princethorpe Foundation, which under the directorship of a board of lay trustees, provides co-educational, independent, day schooling in Warwickshire for some thirteen hundred children from age two to eighteen years.

Crackley Hall and Princethorpe College have strong links through our common foundation, specifically at academic, sporting and social level. This facilitates a seamless, through-school continuity and results in most of our pupils choosing Princethorpe as the natural stepping stone to secondary education.

Originally founded in 1862 by the Sisters of Mercy, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town. The school benefits from extensive playing fields 200m from the site. We are blessed with having a wide catchment area, with most children living within eight miles of the school and many others travelling from further afield.

The school is characterised by its warm and friendly atmosphere – forged through mutual respect - and the ease of relationship between pupils and members of staff. Christ's example of love, service, kindness and forgiveness is central to the school's ethos and pupils are encouraged to aspire to be the very best that they can in everything that they do. The school has an enviable reputation in academic attainment, sporting achievement and the performing arts. Pupils are smart, confident and articulate with a keen sense of fun and fair play.

The school has enjoyed considerable investment over recent years, the most recent manifestation of this being a new £2m wing, *The Gables*, comprising a multi-purpose hall, classrooms and music practice rooms which opened in February 2016.

Crescent School, for seventy years a stand-alone prep school, merged with the Princethorpe Foundation on 1 September 2016. The merger brings benefits to both parties in terms of long term security, opportunities for development and shared resources, expertise and leadership. As a result of the merger pupils also have opportunities for a broader range of teaching, learning and extra-curricular activities.

The Crescent, which enjoys a prime location in Bilton, a leafy residential suburb of Rugby, has some 146 pupils on roll from Reception to Year 6. A further 40 or so children from six months to pre-school attend the on-site nursery run by award-winning nursery Nature Trails. The key catchment area for the school lies in a radius of about ten miles, largely within the Rugby area and surrounding villages in Warwickshire and into Northamptonshire.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew these premises and, in 1988, purchased a purpose built school in Bilton, approximately 2 miles south of Rugby town centre.

The school is renowned locally for excellent standards of teaching and pastoral care and its success in getting pupils into their first choice of secondary school including the two local

grammar schools as well as other maintained and independent schools, including Princethorpe College, for which the Crescent is a significant feeder. The school's motto 'To give is to receive' reflects the values promoted and supported by the community.

The main findings of the ISI inspectors in June 2011 confirmed the school's reputation for high academic achievement in a happy and caring environment. The Head of Crescent enjoys considerable autonomy, is supported by the Foundation Senior Head with the fellowship of the Crackley Hall Head, and is a member of the Foundation Executive Committee which has responsibility for the day-to-day running of the schools. Financial management, estates, IT systems and marketing are resourced centrally.

The school is now entering a new and exciting chapter in its history as part of a larger, ambitious Foundation. With the current Headmaster retiring after fifteen years of outstanding service, a new Headmaster, Joe Thackway was appointed to take on the position from September 2017.

Ethos

Princethorpe life extends well beyond just exam preparation. The gospel values of love, service, commitment and forgiveness are central to everything which the school does, underscored by the school motto, *Christus Regnet* – may Christ reign.

Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The school maintains its Catholic tradition through assemblies, morning prayers, Holy Mass, celebrating the sacraments, teaching of Religious Studies and a vibrant Chaplaincy.

The social, cultural, intellectual, spiritual and emotional needs of pupils drive the school which is famed for outstanding levels of pastoral care. The ISI inspection report from April 2014 makes reference to the spiritual, moral, social and cultural development of pupils as being a key strength of the school.

Looking Forward

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 875 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

Plans are in place for *The Close*, a ten laboratory Science block at Princethorpe. A new Virtual Learning Environment utilising *Firefly* has been implemented and is being rapidly populated. A pilot study for using tablets and other digital devices in class groups has recently been completed.

The Local Area

True to its heritage as a fashionable spa resort in the late 18th century and with a population of 50,000, Leamington is a thriving and elegant town of culture, leisure and good eating, with a well-regarded shopping experience comprising the usual range of high street outlets plus a significant number of independents. There are three key green spaces: the Jephson Gardens, Pump Room Gardens and Victoria Park. All of the major supermarkets are present. Swimming, golf, football, rugby, tennis, real tennis, health clubs, galleries, museums and the theatre are all well represented.

Rugby which has a population of 71,000, has an industrial heritage including the development of Whittle's jet engine and is, of course, the birthplace of rugby football; Coventry is famed for its Basil Spence Cathedral where Britten's War requiem was first performed and Warwick has a gentler air boasting the finest mediaeval fortress in the country. Kenilworth has the ruins of a castle, the remains of a medieval monastery, interesting architecture, a huge choice of well-regarded restaurants and a variety of independent retailers.

Communications in this part of the world are excellent, with easy access to the Midlands motorway network, and London is about an hour from stations at Leamington Spa, Rugby and Coventry. Shakespeare's Stratford-upon-Avon and the Cotswolds are a short drive away. There is a huge variety of property at modest prices.

Role

We are recruiting a Facilities Manager to be responsible for ensuring the buildings and their services meet the needs of all pupils, staff and visitors at all three schools are maintained and organised to the highest standards.

Working with the Head of Estates, the Estates Compliance Manager and Estates Administrator, who is responsible for coordinating events, they will ensure the organisation of teams and buildings to deliver the requirements for the day-to-day life of the schools and a range of internal and external functions, the role will be working 40 hours per week.

The post holder will manage a multi-disciplinary team of staff including maintenance, cleaning and security staff and will also oversee a range of smaller building projects in the school holidays. The Facilities Manager is supported by the Estates Supervisor.

A key duty will be supporting the Head of Estates in delivering the strategic premises plans for the Foundation and ensuring that the presentation of all premises buildings are managed to the highest standard.

The Facilities Manager will be a member of the Estates Working Group, tasked with evolving all sites to meet ever-changing needs as well as supporting the development and delivery of the Foundation's medium-to-long term development plan.

Interested candidates should be able to show flexibility and sensitivity to the needs of a wide range of users of the school.

Professional Duties

Management

- Liaison with the external cleaning contract.
- Responsible for security of all Foundation premises.
- Work with Events Coordinator to ensure staffing and facilities for internal and external events
- Member of the Estates Working Group tasked with evolving all sites to meet ever-changing needs as well as supporting the medium-to-long term development plan.

Estates team management

- Management of personnel, including appraisals, of the Estates team currently comprising:
 - 12 Estates assistants and caretakers
 - 2 electricians;
 - 1 carpenter
- Planning programmes of work, delegated to the Estates Supervisor
- Managing 6 day working rota, agreeing holidays, requests for time off in lieu & sickness absence
- Assist Head of Estates with weekly team meetings

Health and Safety

- Ensure a positive risk management culture, assisting staff where necessary
- Act as Deputy Senior Fire Marshal
- Assist with morning and afternoon bus duty.

Projects

- Responsible for agreed projects including those in holiday periods.

Budgets

- Maintain and manage spend against agreed budgets
- Manage utility usage. Produce a monthly report to HoE and Foundation Bursar.
- Liaise with the foundations energy broker

Gas, Electricity and water

- Check readings and investigate any anomalies
- Seek ways to minimize energy consumption & costs
- Work with the Green team to reduce our carbon emissions.

Cleaning

- Constant review of the cleaning tender and KPIs to ensure that tender is being adhered to
- Attending performance review meetings broker for cleaning contractor

Security

- Responsible for procedures and risk assessments
- Log all incident reports and review security procedures
- Provide proposals to improve as appropriate
- Oversee and organise magnetic lock times
- Plan and implement long term key rationalisation strategy

Minibuses

- Manage bookings

Mandatory training

- Safeguarding
- Health & Safety courses and induction
- Toolbox talks

The Foundation supports continuing professional development through an appraisal system to track and document the skills, knowledge and experience that you gain both formally and informally at work, beyond any initial training. Promotions within the Foundation are encouraged, although it is preferred that employees complete their probationary period for their role before they apply for another advertised role within the Foundation.

Princethorpe College reserves the right to amend this job description from time to time according to business needs

General

The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

Members of support staff are welcome to contribute to the extra-curricular programme.

Salary

The salary for this role is £28,000 - £34,000 depending on experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Princethorpe College, Crescent and Crackley Hall Schools.

Person Specification

		Essential	Required	Desirable
Experience/ knowledge	<p>Experience in facilities management</p> <p>Staff management experience</p> <p>Experience in a school or similar environment</p> <p>Strong and proven aptitude across a broad range of practical skills</p> <p>Experience of planning and managing small projects</p> <p>Experience of managing third parties eg contractors</p>	Y Y Y	 Y	 Y Y
Technical job related skills	<p>Understanding of regulatory requirements relating to school buildings</p> <p>Building project management and maintenance experience</p> <p>Knowledge of compliance, health and safety including fire safety, legionella etc.</p> <p>Knowledge of building management systems</p> <p>Understanding of CDM regulations, property management and maintenance</p> <p>Understand the legal and financial aspects of estate management with the ability to deliver significant and sustained cost control whilst maintaining overall quality of service</p> <p>Experience of managing minor building works</p> <p>Good numeracy skills and ability to do reasonably complex calculations</p>	 Y	 Y Y	Y Y Y Y Y
Personal job related skills	<p>Ability to influence people who are part of the Estates team</p> <p>Ability to manage external suppliers/contractors</p> <p>Ability to lead and manage a team</p> <p>Ability to plan and manage budgets</p> <p>Self-motivated with a 'can-do' approach to work</p> <p>Suitable to work with children and young people</p> <p>Commitment to high standards of service</p> <p>Diplomacy and tact</p> <p>Enthusiasm</p> <p>Able to work on own initiative</p> <p>Full clean driving licence (preferably including D1)</p> <p>Flexible over working hours to meet the needs of the Foundation</p>	Y Y Y Y Y Y Y Y Y	Y Y	
Qualifications	<p>Relevant professional qualifications</p> <p>Degree or equivalent professional qualification</p>			Y Y

Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Foundation she/he must report any concerns to the Designated Safeguarding Lead.

Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk

Recruitment

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The Foundation is an equal-opportunities employer.

Application Form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing your experience, personal qualities and how you meet the person specification for the role.

Please address your application to Mr Michael Small, Foundation Estates Manager.

Completed applications should be sent by email to Recruitment@princethorpe.co.uk

or by post to: Recruitment Co-ordinator, Princethorpe College,
Princethorpe, Rugby, CV23 9PX

The closing date for applications is Monday 29 April, at 9.00am, and interviews are likely to be held on Thursday 2 or Friday 3 May 2019 at Princethorpe College.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring with them:

Proof of ID and Right to Work in the UK

At least one document must be photographic proof of ID. Please bring:

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

Educational/professional qualifications

- Qualification Certificates as listed on your application form.
If the certificate is in your maiden name then a marriage certificate must be produced.
If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.

Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months

Senior School
Princethorpe College
Princethorpe
Rugby CV23 9PX

Tel: 01926 634200
e-mail: post@princethorpe.co.uk

Junior School
Crescent School
Bilton, Rugby
CV22 7QH

Tel: 01788 521595
e-mail: admin@crescentschool.co.uk

Junior School & Nursery
Crackley Hall & Little Crackers
St Joseph's Park
Kenilworth CV8 2FT

Tel: 01926 514444
e-mail: post@crackleyhall.co.uk

