

The Blue Coat School



Support Team Leader (Facilities and Services)

Salary Range:	Scale 7A
Accountable to:	Director of Resources
Responsible for:	Estates and Catering Teams

Job Purpose:

The Facilities and Services Manager is responsible for the management and development of facilities and services that support the core business of The Blue Coat Community to ensure that the most suitable working environment exists for all students, staff and visitors.

The post holder will support the Director of Resource in strategic planning, particularly in relation to the entire Blue Coat estate and catering service, by focusing on using best practice to improve efficiency, reducing operational costs while increasing productivity.

Areas of responsibility will include:

- estates related procurement and contract management;
- building and grounds maintenance;
- cleaning;
- catering;
- health and safety;
- security;
- utilities and communications infrastructure;
- Hirings;

Principal Duties and Responsibilities

Typical work activities will include:

- Supporting the preparation of documents for contract tenders;
- project management and supervising and coordinating work of contractors;
- calculating and comparing costs for required goods or services to achieve maximum value for money;
- planning for future development in line with strategic objectives outlined in the School Improvement Plan;
- managing and leading change to ensure minimum disruption to core school activity;
- directing, coordinating and planning essential services such as, security, maintenance, cleaning, catering, waste disposal and recycling;
- ensuring facilities and services meet health and safety requirements and comply with legislation;
- checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- coordinating and leading one or more teams to cover various areas of responsibility;
- using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.
- Develop and manage the external hiring of school facilities

The Facilities and Services Manager will work under the direction, support and challenge of the Director of Resources. In this context, the post holder will assist with:-

Leadership and Strategy

- support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the department;
- support the Director of Resources in the creation and implementation of the School and Area Improvement Plans and to take responsibility for areas relating specifically the department;
- support all staff in achieving the priorities and targets of the department;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the department.

Leading and Managing Staff

- direct, support and challenge the management of Estates and Catering Teams;
- support the Senior Leadership Team in developing positive working;
- lead groups of staff in development activities and evaluate outcomes;
- support the performance management process and use the process to develop the effectiveness of staff within the department;
- provide support to staff as part of an induction process;
- ensure that the Senior Leadership Team and Governors are well informed about relevant policies, practices, developments and future needs;

Effective Deployment of Resources

- ensure the efficient and effective deployment of staff within the department;
- ensure the effective deployment of other resources within the department;
- support all staff within the department to have responsibility for their own work life balance;
- work with the Senior Leadership Team to establish priorities for expenditure and monitor the effectiveness of the use of resources in the department;
- ensure all department resources are obtained in accordance with approved financial procedures.

Other

- engage with appropriate training and development opportunities to promote the professional effectiveness of this role;
- encourage, support and contribute to the co-ordination and delivery of extra-curricular other opportunities for students.

Person Specification

As a professional, the Facilities and Services Manager will:

- possess relevant Health and Safety qualification(s)
- have relevant catering management qualifications
- have a clear view of what constitutes effective leadership at The Blue Coat School and demonstrate practice consistent with the objectives and ethos of the school;
- have the ability to work effectively under pressure
- have the capacity to manage change in an appropriate, professional manner;
- ensure high levels of teamwork with staff, senior leaders and governors;
- be a role model for staff within the department;
- be able to show evidence of continuous professional development;
- have significant relevant experience, success and interest in:
 - health and safety within an educational context

- leading estates and catering teams within an educational environment
- high quality school catering services for significant numbers of students
- leading, managing and motivating teams
- working with senior staff and governors
- deployment of staff
- providing challenge, support and accountability to ensure high standards

Personal Attributes:

- Highly motivated
- Clear thinking
- Resilient
- Principled
- Committed to equality of opportunity
- Able to work under pressure
- Able to manage time effectively
- Hard working, flexible and willing to learn
- A strong 'presence' around the school
- An excellent communicator
- Inspirational and supportive
- Able to provide challenge
- Happy, confident and effective when working with students and staff
- Able to work within a team
- Able to demonstrate a commitment to school policies
- Excellent in terms of attendance and punctuality
- In possession of a sense of humour and equable temperament.

Disclosure

The governing body is committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.

Other

- This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.