



Prince's Gardens
PREPARATORY SCHOOL

Prepared. For
everything.

Candidate Brief: Facilities Manager

Contents

| | |
|-------------------------------|----|
| School ethos and principles | 3 |
| Exceptional spaces | 4 |
| Welcome to Cognita Schools | 7 |
| Job description | 8 |
| Person specification | 9 |
| Overview of employee benefits | 9 |
| How to apply | 10 |

"We will encourage each child to be an enthusiastic learner, to develop their curiosity and to be ambitious."

Mrs Alison Melrose, Headmistress



School ethos and principles

Prepared. For everything.

A Prince's Gardens education is about much more than just academics. Equally important is equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and succeed in a fast-changing world. We do not know what the future holds so we must prepare our children to be adaptable to change.

Our education extends far beyond the classroom, including residential trips, excursions and activities which broaden the educational experience for all children.

At Prince's Gardens the emphasis is on nurturing every child's natural love of learning and developing skills to reflect upon and deepen their own education, we firmly believe in building self-belief and empowering each child to succeed.

The rich and exciting curriculum instils high standards using the wealth of local resources to inspire a love for learning. including our two-acre garden, Hyde Park and the local museums, a short walk away. Excellent, motivating teaching is designed to encourage pupils to become reflective learners and skillful, confident communicators. A dynamic and varied programme of extra-curricular activities enables each child to develop the skills they need to step out confidently in every situation.

The Cognita education of excellent academics, character and nurturing a global perspective is key to Prince's Gardens.

Resilience is something that can be nurtured in all children to be braver, more curious and able to extend their own goals and reach into the world. Children learn how to use digital technology across the curriculum with 1:1 iPads integrated from Y3 upwards. Our connected classrooms build relationships with pupils in Cognita schools around the world.

Connecting and collaborating with peers across the Cognita family of schools enriches our children's learning and builds their global perspective to develop an appreciation of diversity and the need to work together to contribute to our local and global communities and a desire to really make a difference in the future.

We have a responsibility to empower our children to understand what wellbeing is and how to maintain it. including the importance of physical activity and exercise. Prince's Gardens is a school for families who have made London their home with a strong emphasis on building close partnerships with parents and the wider community.

SAFEGUARDING OUR STUDENTS

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Exceptional spaces



The Nursery classrooms at Prince's Gardens Preparatory School are full of light and space to provide an environment which feels like a home from home. To support independent learning, the children have access to wide ranges of materials and activities designed to stimulate their imagination and foster independence and creativity.



The Maker Space is a learning environment that contains tools and components, allowing children to enter with an idea and leave with a complete project. The goal is to work together to learn, collaborate, and share. Most importantly, Maker Spaces allow us to explore, create new things, or improve things that already exist. There is an emphasis on hands-on discovery and collaboration in a world that has become increasingly automated.

Exceptional spaces



Prince's Gardens Preparatory School has two multi-purpose science laboratories, which can accommodate a wide range of practical lessons across all science disciplines. Quick and easy access to science resources and equipment is central to improving and expanding children's understanding of scientific principles and nurturing a love of science.



Music lessons should be about making music! Prince's Gardens pupils will be introduced to a wide repertoire of vocal pieces and an exciting range of instruments in their class music lessons. From learning the violin in Years 1 and 2, children transition to the recorder in Years 3 and 4. In Years 5 and 6 boys and girls will try traditional wind and brass instruments, alongside learning about contemporary rock and pop music styles.

COGNITA

An inspiring world of education

Our global family

What kind of education genuinely prepares young people for the future? How can schools ensure their pupils are well-equipped to navigate the unknown paths ahead?

Prince's Gardens Preparatory School is part of Cognita, an extraordinary network of diverse yet connected schools, spanning eight different countries. We share one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed.

Together, we provide a uniquely global education that goes beyond grades to develop the skills young people need in order to embrace the opportunities - and challenges - they will face beyond school. Qualities like resilience and a global mindset, cultural awareness and collaboration - these, alongside strong academics, are at the heart of a Cognita education.



As a global family, we connect with each other to share expertise, insights and best practice across the world to help us develop rich learning environments in every school.

"A uniquely global education that goes beyond grades to develop all-round academic excellence"

When your classroom is the world, thinking big comes naturally. Our 70+ schools in Europe, Latin America and Asia equip young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world.



Role profile: Facilities Manager

PURPOSE

The Facilities Manager will have overall line management responsibility for a Caretaker, and the facilities team will be committed to maintaining and improving the environment for all our pupils, staff and visitors within the agreed budget. The Facilities Manager is responsible for ensuring that the school is well maintained, and the infrastructure, facilities and equipment are safe, secure and fit for purpose. They will ensure full compliance with our legal obligations and the smooth operations of our estate.

The Facilities Manager acts as Health and Safety Coordinator for the school including chairing the Health and Safety Committee meetings, overall compliance and ensuring that documentation is regularly updated.

The Facilities Manager is supported by a companywide Operations Department. This includes the Property Team led by the Head of Property, UK and the Compliance Team led by the Head of Compliance, Europe.

Reports to: Business Manager

Line manages:

- Caretaker

KEY ACCOUNTABILITIES

PA to the Head:

1. Developing and managing the site team to maintain a high level of service across all sites
2. Maintaining the buildings and grounds
3. Overseeing an annual maintenance schedule to include statutory maintenance and annual inspections in accordance with legislation
4. Developing an on-going 3-year site plan to include rolling programme of redecorating and refurbishment
5. Preparing the specification and managing minor works and refurbishments as and when required
6. Undertaking the client role with contractors, to ensure compliance and best value
7. Quality assuring third party contracts including the catering and cleaning contract
8. Managing the site team rota to accommodate out of school hours activities and lettings
9. Site health and safety including premises risk assessments
10. Ensuring all legal and compliance obligations relating to site safety are met
11. Overseeing pupil transport and inter school transport
12. Ensure vehicles are maintained in accordance with current regulatory requirements
13. Operational responsibility for ensuring the smooth running of parents' evenings, other evening events and school functions
14. Responsible for fire safety, the scheduling of fire evacuations and security lock downs
15. Project managing classroom refurbishments and minor building works
16. Maintaining good relationships with current suppliers and monitoring service levels
17. Occasional weekend attendance at school required
18. Co-ordination and participation at Health and Safety meetings
19. On site representative for multiple audits
20. First line response to building issues day or night
21. The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included
22. Responsible for the promotion of positive health and safety culture within the schools
23. Maintain liaison with other specialist health, safety and fire safety roles appointed within the Schools, to co-ordinate compliance actions and provide a central point of contact
24. Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation
25. Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken
26. Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head
27. Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with

General

- Carry out other projects as required by the Business Manager
- Contribute to the overall development of Prince's Gardens strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time
- Build and maintain good working relationships with all colleagues
- Assist as necessary in other areas at peak times
- Work at all times towards the school's aims and goals and any individual objectives and targets you may have agreed
- Pro-actively to identify areas for improvements
- Act in accordance with Data Protection principles at all times
- Adhere at all times to School's Operational and Employment policies and procedures
- Take responsibility for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/ colleague wellbeing
- To ensure any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

PERSON SPECIFICATION

The Facilities Manager will be highly motivated, forward thinking, proactive, resourceful and able to demonstrate a problem-solving mentality. The Facilities Manager will be able to demonstrate; a strong background in facilities and estates management; excellent knowledge and proven experience of Health and Safety legislation and other statutory compliance; proven ability to establish and maintain excellent working relationships at all levels.

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> ✓ Good general qualifications including GCSE English and Maths ✓ Appropriate Health and Safety qualifications | <ul style="list-style-type: none"> ✓ Relevant Buildings Management Qualifications ✓ IOSH Managing Safely |
| Skills | <ul style="list-style-type: none"> ✓ Excellent time management skills and the ability to prioritise under pressure and to meet deadlines ✓ Ability to build positive relationships with a wide range of people ✓ Ability to plan, implement and monitor strategies ✓ Ability to take action to ensure the desired results are secured ✓ Ability to evaluate information and data effectively, prioritise, plan and implement appropriate interventions ✓ Excellent attendance record ✓ Determination and perseverance | <ul style="list-style-type: none"> ✓ Practical skills, these may include carpentry, painting and decorating and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines |
| Experience | <ul style="list-style-type: none"> ✓ Proven track record of: <ul style="list-style-type: none"> • Managing a team • Change management • Project Management • Health & Safety • Day to day maintenance and operations | <ul style="list-style-type: none"> ✓ Experience of working in a school environment |
| Other | <ul style="list-style-type: none"> ✓ Excellent ICT skills including MS Office ✓ Excellent communication skills | |

Key Stakeholders:

Internal

- Headmistress and Senior Leadership Team
- All Teaching Staff
- Business/Administration Staff
- Facilities and Site Management Staff
- Pupils

External

- Cognita Schools staff
- Parents
- Visitors
- External Contractors

Working Hours

- Term-time 8am – 5pm
- School holidays 9am to 4pm

Overview of employee benefits

Prince's Gardens aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary dependent upon qualifications and experience
- Cycle-to-work scheme
- Eye tests
- Aviva Pension
- School fees discount (conditions apply)
- My Staff Shop – third party discounts
- Cognita Care and Wellbeing
- Staff tea/coffee
- Secure cycle storage
- Weekly staff breakfast
- Coffee, tea and Lunch (term time only) provided daily
- Professional development opportunities within the Cognita Family of schools
- 25 days annual leave, the majority to be taken within school holidays

How to apply

We are delighted that you are interested in joining Prince's Gardens. We welcome applications from **qualified, experienced applicants looking for a vibrant, challenging and rewarding working experience.**

- Email the application form, a covering letter to careers@princesgardensprep.co.uk
- Please note: CVs are not acceptable for this role

COGNITA

An inspiring world of education