



Prince's Gardens
PREPARATORY SCHOOL

Prepared. For
everything.

Candidate Brief **Facilities Manager**

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"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

Prince's Gardens is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

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

In this role you will support the Head Teacher in non -educational activities and ensure the delivery and maintenance of a safe and secure environment for all pupils, staff, contractors and visitors to the site schools. In time this role may be expanded to cover a further two schools in the locality. The role is responsible for the operational aspects of the school including Health and Safety of site(s) and the line management of the site team(s), together with significant interaction with the teaching staff and the Head Teacher(s).

You will be required to manage and interact with external contractors as well as catering and cleaning staff. You must be prepared to step in and have a 'hands on' approach, where necessary.

KEY ACCOUNTABILITIES

- Support the Senior Leadership Team in relation to non-educational aspects of the school's operation.
- Prepare and co-ordinate property and facility development programmes for the site(s) ensuring that all appropriate opportunities for income development are explored with the Head Teacher, including any letting of the school premises to external and internal customers.
- Project manage small works, including negotiation of contracts, tenders - ensuring best value at all times, adherence to budgets and compliance with COM regulations.
- Manage the identification and short/ long term planning of all repairs and maintenance works across all the sites including the development of an annual rolling site repair, maintenance and re-decoration plan, identification of associated budget priorities and ensuring health and safety compliance and budgetary alignment at all times.
- Ensure that all defects/faults in the buildings, furnishings, equipment and grounds are made good in a prompt and efficient manner. Ensure that any necessary emergency action required to make safe any associated damage is carried out until such a time as an appointed external contractor can attend site.
- Where necessary, commission third party contractors to attend site to carry out any works or services as required - ensuring full compliance at all times.
- Complete regular hygiene checks to ensure that the highest standards of cleanliness and tidiness are maintained throughout the schools. Carry out routine checks and cleaning audits to ensure that the cleaners are effectively cleaning all sites and reporting building faults or defects when identified.
- Oversee core service provision in catering, cleaning, security and transport. Liaise and communicate with the providers/ third party contractors (on a day to day basis where required) to ensure services are provided effectively and to ensure best possible service delivery in relation to budget.
- Oversee and co-ordinate all health and safety and buildings related compliance across the site(s), ensuring that issues are resolved promptly, that daily, weekly and termly checks are undertaken and any remedial actions required are completed in a timely manner.

KEY ACCOUNTABILITIES CONTINUED

- Update and maintain non-educational policies including health and safety, first aid and site security.
- Co-ordinate first aid across the school including the preparation of health care plans and medical tracker reports.
- Line manage all relevant staff through the allocation of tasks and in order to ensure that site resources meet operational needs. Ensure site staff have suitable training and training logs are maintained at all time. When required undertake recruitment of support staff.

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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • IOSH certificate in management of Health and Safety or equivalent. • Asbestos Awareness certificate. • Legionella Awareness certificate. • Manual Handling at Work. • NVQ level 4 in a construction related trade or equivalent. 	<ul style="list-style-type: none"> • IWFM (BIFM) level 4/5 qualifications. • Fire Safety for Managers. • First Aid certificate. • Level 3 Food safety certificate.
Skills	<ul style="list-style-type: none"> • Excellent communication skills with the ability to negotiate and manage challenging conversations. • Excellent numeracy skills with the evidence to show previous budget management experience. • Excellent organizational skills with the ability to pay close attention to detail whilst managing a busy workload. • Great problem-solving skills with the ability to make decisions, take accountably and responsibility for their actions. • Ability to be flexible and adaptable in order to manage school site properties and responsibilities, often out of normal school time. • Able to manage a busy workload often under pressure in order to meet school deadlines. • Able to work collaboratively with their stakeholders both internally and externally. • Must be detailed orientated. • Good IT skills, Word and Excel. 	<ul style="list-style-type: none"> • Management of transport operations and relevant legislation. • Financially astute. • Negotiation Skills. • Budget management. • Good motivational skills.
Experience	<ul style="list-style-type: none"> • Experience leading multi-site teams. Including internal and external resources. • Experience of appointing and managing contractors. • Practical experience of managing and maintaining H&S, COSHH and associated compliance records. • Experience of managing a maintenance budget. • Detailed knowledge of setting up and operating Planned Preventative Maintenance (PPM) schedule. 	<ul style="list-style-type: none"> • Three years proven experience of managing school-based buildings and facilities. • Project Management experience. • Undertaking small projects. • Experience of Construction Design Management. • Electricity at work regulations. • Building Regulations. • Fire Warden Training. • Awareness of GDPR regulations. • Management of Cleaning, catering and transport. • Updating policies and procedures.

Key Stakeholders:

Internal - Senior Leadership team
 Operations Team
 Cognita staff (HR, Finance, H&S and Transport)
 Teaching staff

External - Contractors
 Parents
 H&S Inspectors
 Compliance Inspectors

Signed: **Name (print):**

Date:

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
- Cycle-to-work scheme
- Eye tests
- Aviva Pension
- School fees discount (conditions apply)
- My Staff Shop
- Cognita Care and Wellbeing
- Staff tea/coffee
- Secure cycle storage
- Weekly staff breakfast
- Lunch provided daily (term time only)

How to apply

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

Teaching candidates are evaluated on five key areas:

- High quality teaching practice
- Contribution to teaching and learning, and EYFS curriculum development
- Relationships with pupils, staff and parents
- Thorough understanding of the EYFS regulatory framework
- **Contribute to the whole school**

To apply, please do the following:

- Visit www.princesgardensprep.co.uk
- Download and complete the application form
- Email the application form plus a covering letter to careers@princesgardensprep.co.uk
- Please note: CVs are not acceptable for this role

Careers at Prince's Gardens

For all our latest vacancies, please
visit www.princesgardensprep.co.uk

If you have any queries about a
position, please contact us at careers@princesgardensprep.co.uk

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