



UNIVERSITY OF
BIRMINGHAM
SCHOOL

Professional Services Facilities Manager

CANDIDATE INFORMATION

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For more information, please go to www.universityofbirminghamschool.org.uk. To arrange an informal discussion about the role, please call Robin Haslam (School Business Manager) on 0121 796 5007. Please also advise Robin if you would like to arrange an informal visit to the School on either:

To apply, please go to: <https://uobschool.org.uk/vision-ethos/working-here/>

PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM ONLINE BY MIDNIGHT ON 26 JUNE 2018

Dear Candidate,

I am delighted to write, as the Principal of the University of Birmingham School, to thank you for your interest in the role of Facilities Manager.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive.

The successful candidate will be responsible for ensuring we meet all of our operational requirements, provide a high quality, professional working environment for pupils and staff, and enhance the reputation of the School and the University. You will have a flexible and proactive approach to work and will bring to the School full working knowledge of building and site management, successfully managing contractors, asset management, health and safety and site security.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, drama, music, trips and visits into our extended school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

We have been delighted with the interest that the school continues to receive - being referred to by the Prime minister recently when she said:

"I want to build on the success we have already experienced when some of our great universities have stepped in to help by sponsoring or supporting a local school. Recently we have seen the University of Birmingham open an impressive new School for secondary school pupils and Sixth Formers".

The Facilities Manager works closely with the whole School community to ensure the School delivers against its vision as it grows from a start-up operation to full capacity in 2020.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.



Mike Roden
Principal

University of Birmingham School – Information for Candidates

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth. In September 2016 the size of the school population doubled and will continue to grow until we reach capacity in 2019/20.

At University of Birmingham School, we're pioneering a comprehensive school and sixth form for a truly diverse and inclusive student community that creates great citizens. We're proud to welcome 11 - 19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school that will forever put education, safety and wellbeing first.

Our diverse curriculum is supported by a school-wide enrichment programme and extended school day that ensures all students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we're creating better citizens, better communities, and a better world.

About our Education

The curriculum in Years 7 to 9 includes Art, Biology, Chemistry, Computer Science, Dance, Design Technology Drama, English, French, Geography, History, Mathematics, Music, Physics, Physical Education and Religious Education. In the Sixth Form, for 2016/17 we are offering Art, Biology, Chemistry, Computer Science, Product Design, Geography, History, French, Mathematics and Further Mathematics, Music, Physics and Religious Studies.

The Form Tutor, Progress and Pastoral Managers and Sixth Form Manager provide pastoral support and are the main conduit of communication between home and school on a day to day basis. Information about progress and attainment in terms of both their academic performance and enrichment involvement is provided, at least termly, together with an annual Parents' Meeting.

How is the University of Birmingham School different?

1. Character Education

A feature of many of the most successful and traditional schools in the country is that that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

2. Enrichment Programme

A second distinctive feature of the school is our extended school day in which a programme of enrichment opportunities is delivered by all teaching staff. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and staff to provide an unparalleled programme of activities and host special activities.

3. Links with the University of Birmingham

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, students, and alumni. This aspect is so crucial to our distinctive offer that it is overseen by a dedicated University-School Liaison Committee. The full range of opportunities will continue to grow as the School grows.

Why should you apply to work at the University of Birmingham School?

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our youngsters. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University which is determined to ensure this school is a happy and successful community from day one.

As the School grows to full capacity, the department and pastoral teams will grow and dependent also on performance, this will be reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. But from time to time, events happen that affect our personal and working lives. Under such circumstances we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best, to be an outstanding role model, to be committed to self-improvement, and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.



We look forward to receiving your application to what is a new school for Birmingham, a school of tomorrow, the University of Birmingham School. We intend that our graduates will go on 'make a difference' to the lives of others – the real value of a high quality education. Come and help us achieve this ambitious goal.

Indicative Pay and Benefits

Commitment to Staff

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide enhanced pay and benefits by:

- paying staff a single salary for doing an excellent job;
- broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive, enhanced pay and benefits to match our enhanced expectations;
- maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- putting care for staff, their wellbeing and professional development at the heart of the School;
- establishing a culture of robust performance development and appraisal to underpin this policy;
- developing and maintaining a harmonious working environment.

Salary Scales – Professional Services & Teaching-Related

UoBS Grade	Point	2017-18
Professional Services		
1	1	16,322
	2	16,832
	3	17,342
	4	17,852
	5	18,362
2	1	18,872
	2	19,382
	3	19,892
	4	20,402
	5	20,912
	6	21,422
3	1	21,932
	2	22,442
	3	22,952
	4	23,462
	5	23,972
	6	24,482
	7	24,992
4	1	24,227

	2	25,247
	3	26,013
	4	26,778
	5	27,543
	6	28,563
5	1	29,328
	2	30,093
	3	31,113
	4	31,878
	5	32,898
	6	34,938
	7	35,959
	8	36,979
	9	38,254

Pension

All professional services staff will be eligible to contribute to the Local Government Scheme.

Benefits

Staff at University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes.

Professional development	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
Travel	Cycle scheme Car leasing scheme Discounted travel passes
Family	Childcare vouchers University nurseries
Health & wellbeing	University staff rates at the new Sports Centre

Facilities Manager - Job Description

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	Grade UoBS 5 - £29,328 - £38,254, dependent on prior experience.
Reporting to	Director of Operations
Hours	37.5 hours per week – hours of work to be 7.30am – 4pm to ensure the building is ready for opening to pupils at 8am.

We are seeking to recruit a talented and appropriately qualified Facilities Manager to undertake the following specific and general duties and responsibilities.

Core Purpose

To effectively manage the University of Birmingham School buildings and site, by providing excellent, ongoing building and site management that meets all of the School's operational requirements, provides a safe, high quality, professional working environment for pupils and staff, and enhances the reputation of the School.

Specific Responsibilities

The list of tasks below is illustrative of the general nature and level of responsibility of this post which is likely to change over time following consultation with the Director of Operations, in response to the needs of the School and the experience and skills of the team as a whole.

Facilities Management

- To be responsible for all management issues relating to the University of Birmingham School site and buildings including improvements, maintenance, repairs, faults, security, safety, sustainability, event management and community use.
- To continue the development and implementation of an operational plan for the School that incorporates all aspects of building and site management, with clearly designated responsibilities and schedules for School staff, University teams and external contractors.
- To monitor and report on this plan to the Director of Operations.
- To effectively manage staff, contractors, service level agreements and maintenance budgets to ensure the best possible environment is maintained for the pupils and staff of the School and that the schools FM&E services remain statutory & mandatorily compliant at all times.
- Contribute to the development and implementation of relevant policies and procedures as requested by the Director of Operations.
- To build excellent working relationships with a wide range of colleagues and partners across the School, University and local community.
- To work collaboratively with teaching staff, the Director of Operations and the University Estates Department to develop and review strategic development plans for the site and building that continues to enhance the working environment and its impact on teaching and learning.

- To keep up to date with relevant legislation and best practice in facilities management, health and safety, and sustainability, sharing relevant information as appropriate.
- Any other duties deemed relevant by the Principal or Director of Operations.

Maintenance

- Through management of the building services co-ordinator and facilities assistant, to ensure the School grounds and buildings are well maintained, safe and aesthetically pleasing, in conjunction with specification of the University Estates department.
- Together with the team, maintain a rolling programme for planned and preventative maintenance.
- To effectively manage the schools BMS / CAFM systems to efficiently and proactively manage the school's assets.
- To develop and implement control systems that demonstrate FM&E statutory Compliance
- To contribute to agreements with stakeholders over the reporting, management and rectification of all potential project related defects and liabilities.
- To manage, monitor, evaluate and assign effective schedules of work to ensure that all areas of responsibility are effectively addressed.
- To be responsible for maintaining relevant site and building management rotas, ensuring back up arrangements are in place.
- To ensure regular inspections of the building, grounds, equipment and furniture are carried out to identify any damage, wear and tear or faults, and ensure repairs are carried out promptly and efficiently.
- Obtain quotes for work in line with the School's procurement policy and ensuring value for money.
- With the support of the University and Director of Operations, set up and maintain an effective data capture system, to ensure:
 - All reactive work is recorded
 - All planned work is recorded
 - All programmed maintenance is recorded
 - All reactive and planned work is allocated and undertaken by appropriate people
 - The work being completed is monitored and reviewed
 - Regular analysis reports are produced for the Director of Operations.

Operations

- To manage the technician team which provides subject-specific and whole school technical support.
- To work with the technician team leader to ensure technician resources are distributed where most effective at any point and prioritised accordingly, in line with the school's development plan.
- To liaise with University Security regarding the opening and closing of the building, gates and barriers, including the monitoring of deliveries and parking on the Selly Oak campus.
- To work proactively with University Security to ensure good communication and awareness of potential security threats, including monitoring of CCTV as and when required.
- To manage the Facilities Assistant to address any immediate issues that arise during the school day quickly and efficiently, such as spillages or blocked toilets.
- Efficiently monitor relevant stock and, where appropriate compile orders to be authorised by the Director of Operations for purchase.
- Regularly monitor the performance of relevant contractors against service level agreements, including cleaners, grounds maintenance, building maintenance, security and take appropriate agreed action where necessary. This includes being the main point of contact for contractors and ensuring all contractors follow relevant on site procedures.

- Effectively communicate any areas of concern with the Director of Operations and agree what actions should be taken to address areas of concern.
- With the support of the entire facilities team, maintain the School asset register.
- Work with staff and pupils to implement successful School events taking place in the building, such as exams, open evenings, receptions, teaching training conferences etc
- Support the Professional Services team in the management of a regular programme of community hires and one-off external events, to increase the benefit of the building to the local community and generate income to the School.

Health and Safety

- To ensure that the site and building complies with Health and Safety legislation and work with the senior leadership team to promote a culture of health and safety throughout the site, building and campus.
- To ensure that all technical activities undertaken in the school comply with health and safety legislation and that the entire technician team are aware of their responsibilities.
- To establish and chair a Health and Safety Committee (supported by the Director of Operations) ensuring that the School's procedures, policies and arrangements for pupils and staff are implemented appropriately.
- Monitor and review appropriate Fire, Risk and COSHH assessments and risk management plans.
- Forward plan and then implement appropriate actions in adverse weather conditions, ensuring effective communication and minimum disruption.
- To work with the school senior team in designing and implementing effective emergency planning.
- To manage weekly fire alarm testing.
- To maintain the fire risk assessment.
- To ensure accurate records are kept of the maintenance of all equipment and systems responding efficiently and appropriately to any identified faults.
- To manage the PAT testing of all electrical equipment as required.
- To ensure that the movement of furniture and fittings is undertaken in line with manual handling regulations.

Sustainability:

- To oversee recycling and waste management systems, in conjunction with the University and contractors.
- To promote and monitor the efficient use of fuel, electricity and water, in conjunction with the University.
- Support the Director of Operations, as appropriate, in the delivery of the School's travel plan and the development of relationships with Birmingham City Council, the University and the local community regarding sustainable travel.

General Responsibilities:

To play a role, under the overall direction of the Principal, in:

- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behavior across the School.
- Undertaking any other professional duties reasonably delegated by the senior leadership team.

This includes:

- Being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;

- Providing a flexible service that adapts to the changing needs of the School community and responds to day to day situations as they arise;
- Ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- Ensuring that the School community has the right information at the right time to enable an excellent service;
- Contributing to the ethos of the School by participating and leading on enrichment activities;
- Taking on relevant responsibilities that are both essential or add value to the School community, for example becoming a First Aider and / or Fire Warden;
- Being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- Being a professional role model with a clear understanding of tolerance and the importance of diversity.
- Developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly reviewing own practice, set personal objectives and take responsibility for own development.
- Managing own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhancing knowledge in relation to your role utilising self-directed learning.
- Attending out of school hours events, as directed by the Director of Operations.

Other Requirements:

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Facilities Manager - Person Specification

Facilities manager - Person Specification E = Essential D = Desirable	E	D
Qualifications and Professional Development		
5A*-C grades at GCSE including at least C grade in English and Mathematics		✓
Relevant qualification to post e.g. Engineering / FM Services	✓	
Relevant qualification approved by IOSH / NEBOSH		✓
Personal Qualities and Relationships		
To have personal impact and presence	✓	
To be able to establish and develop good relationships with all involved in the school	✓	
To have experience of dealing effectively with external stakeholders and contractors	✓	
To have experience of providing outstanding customer service for internal and external stakeholders	✓	
To have a positive and motivated approach to work	✓	
To be flexible and approachable, and have the ability to maintain a professional manner in challenging situations	✓	
To be resilient under pressure	✓	
Have the ability to work autonomously, prioritise conflicting demands and thrive under pressure;	✓	
Interpersonal and Communication Skills		
Have the ability to communicate effectively in writing and orally	✓	
To be fully competent in the use of ICT and data entry	✓	
To have the ability to deal sensitively with people and resolve conflicts	✓	
Leadership/Management Experience		
To have recent managerial and leadership experience		✓
To have the ability to lead, provide clear vision and command respect	✓	
To be able to think clearly and incisively under pressure	✓	
To have the ability to motivate, develop and value staff	✓	
To have the ability to delegate responsibility, set high standards and provide a focus for improvement	✓	
To have experience of conducting Performance Development and managing Service Level Agreements.	✓	
To have demonstrable experience of developing and implementing policies and procedures	✓	
Operational Experience		
To have experience of developing and implementing facilities management systems	✓	
To have experience of Health and Safety	✓	
To have experience of all aspects of site and building maintenance and groundworks	✓	
To have experience of all aspects of site and building fire and emergency planning	✓	
To have experience of all aspects of site security	✓	
Resource Management		
To have experience of managing and/or co-ordinating staff		✓
To have experience of establishing and developing systems		✓
To have experience of managing contractors	✓	
To have experience effectively managing resources	✓	
To have an understanding of effective budgeting		✓

To have experience of asset management		✓
Other		
An understanding and willingness to be involved in school enrichment activities	✓	
Awareness of working in a school environment		✓

Complaints

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by _____
(Signature of the Principal)

Copy received by _____ Date: _____
(Signature of Employee)