



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1420 students

Estates and Facilities Manager

Start: ASAP

Full time: 37 hours week, all year round

Closing date: 8.00am, Monday 12 May

Applications should be made to the Headmaster, Philip Wayne (dmc@rgshw.com) or via an online application.

Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.

The selection process is outlined within this pack.

The Royal Grammar School is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Social media checks will be carried out on shortlisted candidates prior to interview

Information for Candidates





From the Headmaster

RGS is an exceptional place with a proud tradition, dating back 1562, of educating young minds.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Almost all students progress to good universities including approximately 14 – 18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad, balanced and very ambitious curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every student is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and enquiring, living and breathing our values of Respect, Integrity and Aspiration embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day students. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and plays a substantial role within the life of the school.

You will very much enjoy working with the students here who are courteous, committed, caring and entertaining. The commitment and dedication of staff who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for well-qualified, enthusiastic and caring colleagues to join us who are passionate about their subject and responsibility, and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Philip Wayne [Media Video](#)



Job Specification

Job Purpose: To deliver, maintain and future proof a safe sustainable environment that will support inspirational and innovative teaching.

This is a unique opportunity to make a real impact by leading the development and maintenance of our school estate, ensuring a safe and sustainable environment for inspirational teaching and learning. This role is specifically responsible for the safe and efficient operation of all estates and facilities, including residential and boarding facilities on and off the site, external and internal lettings and events. Managing a team of in-house maintenance, grounds and lettings staff, together with outsourced contractors you will be responsible for the efficient day to day running of the estate; ensuring the buildings are clean, safe and compliant with legislation and best practices; and that all facilities are suitable for students, staff and visitors.

Knowledge, Qualifications and Experience Required

- A strong track record of successful experience gained in estates and facilities management.
 - Strong leadership and management skills - able to motivate, develop, and manage a team (both direct reports and contractors).
 - Budget management experience.
 - Excellent interpersonal and communication skills to deal with complex and sensitive negotiations with a wide variety of external and internal stakeholders.
 - Focused on making sure the school meets the needs of the staff, students and other stakeholders.
 - Able to identify the need for change or not, and to drive and identify the steps to achieve change.
 - Able to work at pace and reprioritise at short notice where applicable.
 - Calm and measured.
 - Exceptional organisational and time management skills - able to prioritise tasks, manage multiple projects simultaneously, and meet deadlines.
 - Problem-solving and decision-making skills - able to identify and analyse issues, develop effective solutions, and make sound judgment.
 - Work well as part of a team or group.
 - Demonstrates integrity and professionalism at all times, and shows respect for others and for individual differences.
 - The desire to be part of a community that supports young people in their learning by ensuring the provision of a fit for purpose facility.
 - The role may involve physical tasks such as lifting and climbing; accommodations can be made as needed to support successful performance.
 - Prepared to work flexibly during busy periods.
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Estates and Facilities Manager Job Description

Reporting to: Finance Director

Contract: Permanent

Salary Range 9: £52,312 - £58,050 per annum

Key Responsibilities

Estates Management:

- Oversee and manage all aspects of the school's property, including buildings, grounds, and infrastructure
- Develop and implement an estates and lettings strategy to ensure efficient and effective use of school property, and major repairs and refurbishment
- Responsible for the smooth day to day running of the buildings and grounds, prioritising day to day maintenance, repairs and refurbishment requests and activities (both reactive and planned)
- Deliver a reactive maintenance help desk, creating SLA's, prioritising tasks, allocating them to the appropriate resource or contractor to complete using Compliance Pod software
- Ensure the school buildings and grounds are safe, secure, and compliant with relevant regulations
- Manage budgets for estates-related expenditure
- Procure and manage contracts for maintenance, repairs, and other services
- Manage the school's utilities, including energy, water and waste management
- Designated key holder, responsible for ensuring the security of the school's buildings and site and, when required, providing out of hours and emergency access to the school site
- Support of internal operational requirements such as setting up of assemblies, sporting requirements, exams, parent and open evenings and any other required activities
- Manage the asset register to allow for the required servicing, checks of M & E, equipment
- Ensure that all compliant, mandatory and statutory checks such as LOLER, ladder inspections, PAT, EICR, FRA etc. are completed at the required intervals

Project Management

- Manage capital projects, including new builds, refurbishments and alterations, providing project management support for all aspects of projects
- Prepare options appraisals and make recommendations for building improvements or alterations

Health and Safety

Responsible for the delivery of the Health and Safety Policy

- Act as the school's Health and Safety Lead, collaborating with the School's Compliance Support Officer on all matters related to health and safety
 - Identify and manage health and safety issues relating to the school environment
 - Ensure that buildings and external areas are maintained in accordance with health and safety regulations
 - Update and maintain the school's Health and Safety Policy and procedures
 - Ensure fire and safety equipment and systems are functional, reviewed and maintained
 - Ensure appropriate Risk Assessments are in place, updated/reviewed as and when required
 - Ensure Health and Safety training is completed with 100% compliance supported by relevant fire evacuation, lockdown practices etc; and Annual FRA and Safety mark audits are carried out
 - Keep up to date with COSHH legislation and guidance (Control of Substances Hazardous to Health) and communicate any relevant updates as appropriate
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Team Management

- Lead and Manage the Estates, Grounds and Lettings teams
- Seek out opportunities to develop the skill set of the Estates, Grounds and Lettings team
- Ensure timely appraisals and 1-1's carried out with direct reports, managing performance effectively
- Support with the recruitment, induction and training of new team members

Compliance

- Ensure compliance with all relevant statutory and regulatory requirements
- Maintain accurate records of all estates-related activities
- Ensure all premises compliance checks are completed as and when required

Finance/Strategic

- Liaise with the Senior Team and other stakeholders
- Prepare reports for Trustees, Governing Body and external bodies
- Participate in professional development activities
- Manage and monitor relevant budgets, ensuring good governance and budget control
- Assist the Finance Director alongside other members of the senior team in the delivery of the Estates strategic plan, securing government grants to fund improvement projects

Outsourcing/Third Parties

- Liaise with outsourced Catering and Cleaning contractors
- Manage the timely renewal/tendering process for outsourced contracts
- Ensure that services are monitored and managed effectively
- Ensure the school receive good value for money, ensuring best prices secured

Environment

- Seek out opportunities and play a leading role in supporting the schools' vision for sustainability
- To undertake any other tasks as reasonably requested by the Headmaster

Note: Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties. The Royal Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.



This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a learning support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participation in school trips and co-curricular activities as identified above, and will always welcome a discussion with those who may wish to train.

Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into ‘state of the art’ learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding Video](#)
- Swimming pool
- New Sixth Form Centre

Salary, benefits and wellbeing at RGS

Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

<p>We offer</p> <ul style="list-style-type: none"> ● Excellent pension scheme ● Cycle to work scheme ● Free membership of the School’s Fitness Suite ● Free use of the swimming pool ● Tax efficient purchases of gadgets through the tech scheme ● Staff common room with free tea & coffee ● On site hot and cold food ● Social functions/concerts/plays etc ● Car parking onsite ● Accommodation (limited) ● Long service awards 	<p>Wellbeing</p> <ul style="list-style-type: none"> ● Staff football ● Staff Yoga ● Staff badminton ● Staff tennis ● Staff touch rugby ● Christmas party ● Secret Santa ● Wellbeing week ● End of term get-togethers ● Staff birthday cake breaks
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Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- receipt of two satisfactory references; and
- social media checks.

Equal Opportunities

The Royal Grammar School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation. Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy. The School is a non-smoking establishment.

Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets

- 90% of our students accepted higher tariff universities
- 14 students were offered unconditional places at Oxbridge

Values

Respect - Integrity - Aspiration

Vision

- Our vision is to offer our students an exceptional all-rounded education

Mission

At RGS we nurture the individual potential and character of every student to help them become confident, socially responsible young people, prepared for happiness and success in their adult lives.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff and will find a wealth of opportunities available here with regard to their professional development. We ask that all staff choose and sign up to something that genuinely interests and excites them and that they work on this throughout the course of the academic year. We currently have staff undertaking NPQs, staff involved in our Challenge Senior and Middle Leaders courses and approximately 45 staff involved in our Strategy Groups which are designed to feed into our school priorities. Additionally, we offer First Aid courses, Mountain Leaders courses and Health and Safety qualifications but to name a few. See [here](#) for more details.

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping precinct, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities. There is considerable apartment accommodation in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to include your cv, please email it directly to the Headmaster's PA at dmc@rgshw.com.