

Candidate Brief
Facilities Manager
Full-Time, all year round
£45,000 per annum



BROOMWOOD

Build YourBEST Career



#BeYourBEST

Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

#BeYourBEST at Broomwood.

Becoming your BEST...



At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We are seeking an excellent practitioner so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We welcome you to our team of committed, ambitious and aspirational people and we will ensure that working at Broomwood is one of the best decisions of your career.

At Dukes Education...

As a member of the Dukes Education family, staff have access to a myriad of training opportunities and practices within education today, including comprehensive Leadership and Management courses, Teaching and Learning Masterclasses, tailored development for all classroom and support roles and a pan-Dukes conference. We believe in continual education, supporting staff who are keen to learn as well as teach.

We hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.

Welcome



Thank you for considering Broomwood and we hope to meet you in person to tell you more about our wonderful schools which, whilst separate sites, work together to deliver an extraordinary and rich education to children aged 3-13. We are passionate about teaching, creating a new and modern curriculum whilst also incorporating lifelong skills through our learning powers of resilience, confidence, communication, curiosity and independence.

Whilst the two prep schools are singlesex, we work closely and collaboratively together to deliver an education that's tailor-made for the needs of boys and girls, whilst enabling them to enjoy all the benefits of both single-sex and co-educational opportunities – in other words, the very BEST of all worlds. We are a team of dedicated colleagues and leaders who enjoy working together and who deliver experiences for our children which are second to none.

Part of this experience is creating and maintaining an environment in which children feel safe but also inspired. We are looking for someone who challenges the norm in a culture that thrives on doing

things differently and exploring new ways of working together. This is where you come in: if you are the sort of person who's not afraid to roll-up your sleeves and muck in, and take pride in your contribution to our varied sites, we know you'd fit in. We look forward to meeting you

Michael Hodge, Principal and Head of Broomwood Prep-Boys

Louisa McCafferty, Head of Broomwood Prep-Girls

Caron Mckay, Head of Broomwood Pre-Prep

Safeguarding

Safe in Education guidance. The post is therefore exempt from the Rehabilitation of Offenders Act 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020))

The Opportunity

Broomwood is looking for a facilities manager who has experience of supporting schools. If you have a 'can-do' attitude and are as comfortable rolling your sleeves up and working with a junior colleague to resolve a problem as you are ensuring that we are fully compliant with health and safety regulations, then this is the role for you. Every day will be different, and you will work with a variety of colleagues and contractors to ensure the smooth running and development of our sites.

The Role:

- Is remunerated at £45,000 per year;
- Has a working pattern of 47 ½ hours/week, term time (8:00-17:30); 40 hours/week school closure;
- Has a leave entitlement of 25 days plus 8 bank holidays;
- Reports to the Financial Controller and Operations Manager;
- Works with Heads and each site's supervisor, overseeing the supervisors' work on closure periods.

Key Responsibilities

- Perform and oversee preventive maintenance and emergency repairs with a focus on safety, efficiency, and cost control.
- Keep the school and its associated records up to date with all aspects of Estates compliance
- Monitor progress of adhoc estates jobs which are raised via an electronic ticketing system, and providing guidance and support where required.
- Undertake plumbing, carpentry and painting jobs, where possible/feasible, rather than contract out works (it is accepted that some works must be contracted out).
- Manage a rolling programme of works, in accordance with Broomwood financial procedure, including, obtaining competitive quotes for consideration.
- Liaise with Operations Manager, manage/oversee estates contractors.

Specific duties

- Direct the site team during closure periods within the programmes of works agreed with the Financial Controller and Operations Manager and Heads.
- Maintain full compliance with regulatory requirements. Ensure compliance with all health and safety legislation, including fire safety, asbestos, legionella, COSHH, and risk assessments.

This includes conducting half-termly health and safety inspections, logging findings and initiating corrective actions. Updating premises risk assessments, ensuring mitigation measures are in place. Oversee COSHH compliance, including safe storage and handling of chemicals, and maintaining a central register. Ensure fire safety systems (alarms, extinguishers, emergency lighting) are tested and recorded in line with statutory requirements.

- Negotiate and oversee the contract for cleaning service within all sites, ensured that KPI were met through regular monthly meetings and walk rounds
- Undertake and update any risk assessments forms on a regular basis and compile new assessments as and when required.
- Be an active participant of the Health and Safety Committee, reporting on, and responding to, Estates matters.
- Liaise with Heads regarding site issues and events, attending events to oversee site needs.
- Liaising with the Head of Operations and Director of HR and Compliance, support the termly reporting to governors on site and health and safety related matters.
- Oversee property related support services (security, fire safety, maintenance, waste management, cleaning, grounds and gardens etc.), monitoring and improving systems and services as required.
- Promote a healthy and safe workplace environment to help eliminate operational losses, occupational health problems, accidents and injuries.
- Behave in a responsible manner in accordance with the requirements of Health & Safety and equality legislation and promote the best interest of Broomwood at all times.
- Have responsibility for site security:
 - ◊ When rota'd on an early duty, ensure that all buildings on the assigned site are unlocked each morning, confirming that fire evacuation routes are clear, and alarms are disabled.
 - ◊ Ensure that the grounds remain secure throughout the school day and that pupil and staff safety is paramount.
 - ◊ When rota'd on a late duty ensure that the building is secure, which may require that it is locked and alarmed when other on-site contractors are not required to do so.
- Undertake other reasonable duties as directed.

Your Talents

We are looking for an exceptional problem solver with the confidence and communication skills to liaise with a variety of stakeholders and the ability to ensure that Broomwood's Health and Safety compliance is robustly maintained.

Skills/ Knowledge/ Experience

Essential

- Demonstrable experience of working within a maintenance or facilities team, such as carpentry, plumbing, painting and general maintenance
- Hold a full driving license as an ability to travel between sites is essential
- Experience of procurement and contractor tendering
- Ability to prioritise jobs
- Good management/direction/delegation skills.
- A sound level of IT literacy and willingness to learn
- Good attention to detail
- Good communications skills, both verbal and written
- Demonstrable customer service skills
- Awareness of Health & Safety rules and standards
- Management of budget and planned works

Desirable

- Experience of working in a school environment
- IOSH/NEBOSH qualification

Personal Qualities

- Ideally within 30 minutes commute of Broomwood (Wandsworth), to assist in out-of-hours emergencies
- Well organised and methodical
- Pride in quality of work and environment
- Ability to communicate effectively and appropriately with a range of individuals from pupils to contractors.
- Diligent
- A good team worker, as role involves working within a broader site team but also within the school community of your site to ensure the best experience for our pupils
- Able to use own initiative but with an awareness of when and how matters should be escalated
- A practical can-do nature
- Able to undertake the work associated with preparing for events including the setting up of stages, table & chairs and marquees
- Able to work to set checklists and escalate problems as appropriate
- An ability to work in a way that promotes the safety and well-being of children.
- An ability to be flexible in the hours undertaken



Working at Broomwood

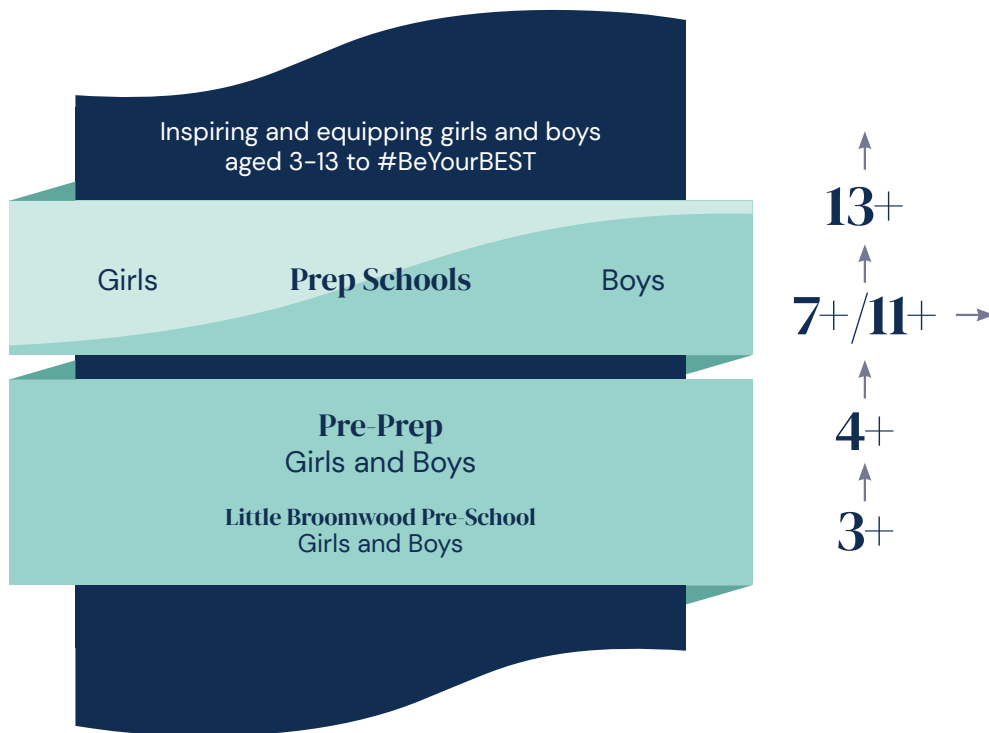
This role is offered on a full time permanent contract.

We offer:

- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Cycle to Work Scheme;
- Excellent professional development.

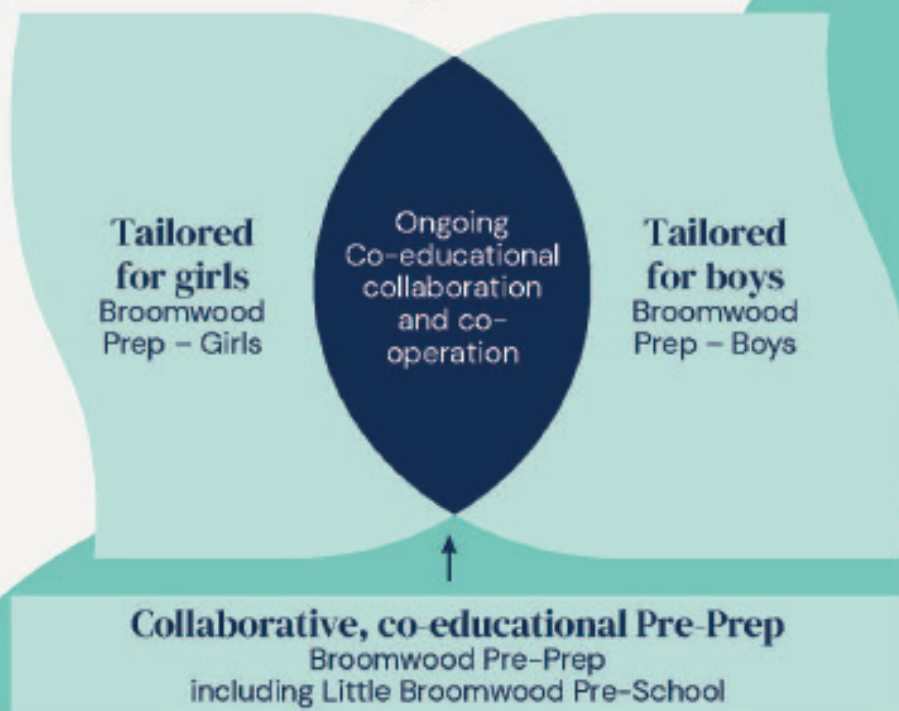


About Broomwood



BROOMWOOD

Our unique Model



Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

'To DO your best, to BE your best'.

We live our values and use them to shape and develop individuals through our appraisal and development process.



Wandsworth

Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.



How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources,
29b Sudbrooke Road, London SW12 8TQ or
emailed for the attention of Deborah Kind to
people@broomwood.com
Enquiries to 020 8696 8787

For further information about our school please
visit our current website,
www.broomwood.com

Broomwood is committed to safeguarding
and promoting the welfare of young people.
The successful applicant will be subject to an
enhanced DBS check.



BROOMWOOD

"Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives."

Broomwood is proud to be part
of the Dukes Education family
Together we're extraordinary.

