



BISHOP'S STORTFORD COLLEGE

ESTD 1868

Facilities Supervisor





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school is the perfect launch pad for outstanding achievement.

WELCOME FROM THE HEAD

Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here, there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.

Kathy Crewe-Read



INTRODUCTION TO THE COLLEGE

One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one College, three schools, there are approximately 1,300 pupils aged 4 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

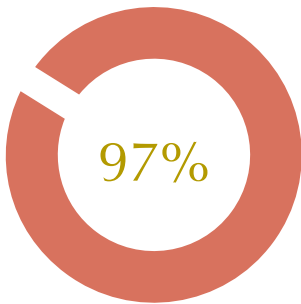
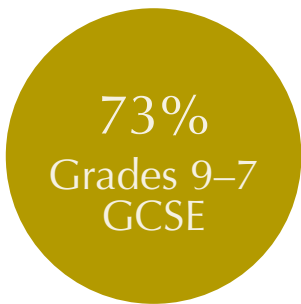
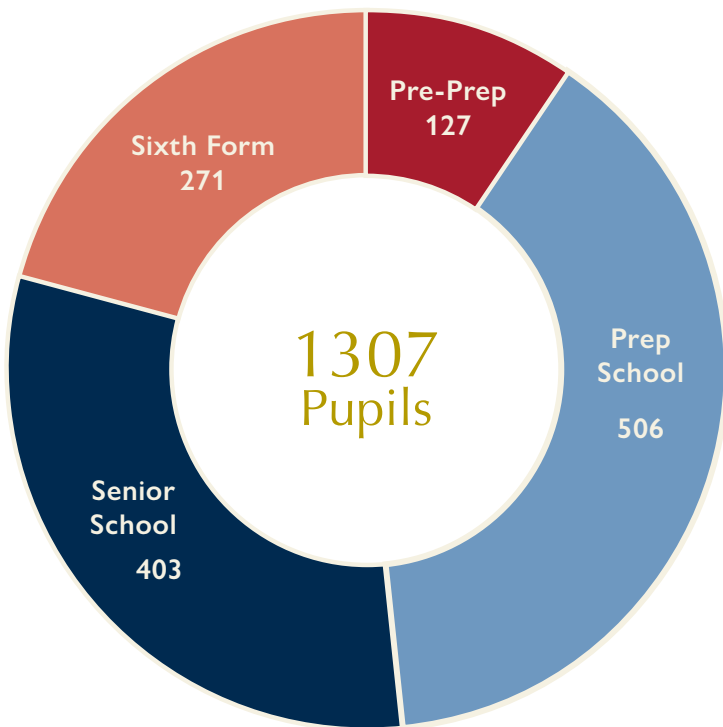
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



THE COLLEGE IN NUMBERS



Placed at a university
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

FACILITIES SUPERVISOR

The position of Facilities Supervisor involves assisting with the general day-to-day running of the College and coordinating the Facilities team in their work. A key part of this role is to supervise the set-up of Facilities for College activity.

The successful candidate will be a self-starter, customer-focussed and willing to help with any task. A full clean driving licence is essential.

Terms: Full-time – 40 hours per week across Monday to Sunday on a rota basis, 52 weeks per year (Normal working pattern: 7am - 4pm / 8am - 5pm, Monday to Friday, with a 30-minute paid tea break and a 60-minute unpaid lunch break. Some variation to this working pattern will be required with advance notice to meet the needs of the College. Overtime or time off in lieu may be available).

Reports to: Head of Housekeeping

Salary: Competitive

Holidays: 30 days per annum, plus public holidays pro rata

Fee Remission: Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

Closing date for applications: Monday 27th May 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

recruitment@bishopsstortfordcollege.org

JOB DESCRIPTION

FACILITIES SUPERVISOR

MAIN RESPONSIBILITIES

- To allocate and coordinate the Facilities team's daily Helpdesk tasks and weekly routines, ensuring these have been carried and checked.
- To problem-solve and escalate facilities queries from the team and wider College staff.
- General support of cleaning and facilities duties around the College, including hard floor, carpet and upholstery cleaning.
- Setting up of rooms or spaces for lectures, concerts, College Events, etc., ensuring the spaces are clean, stocked and ready for use.
- Looking ahead at the Events plan and ensuring sufficient facilities support and resources are available in advance.
- Portering of heavy objects including furniture as required around the College.
- Support of any area or department as directed by the Line Manager.
- Deliver parcels, stores materials and goods around the campus as required.
- To ensure all stores are topped up, accounted for and recorded electronically and the stores are kept tidy.
- To order all cleaning supplies.
- To ensure a full inventory of all assets managed by facilities is kept and maintained up to date on the college asset system.
- To ensure storage containers are managed in line with relevant regulations – H&S, Fire etc.
- Operate any machinery in accordance with instructions.
- Comply with instructions relating to security and confidentiality.
- Carry out periodical tasks as asked when required.
- Operating and complying with site security procedures.
- Overseeing of external contractors visiting the college including meter readings, and contractors who are repairing or maintaining facilities services.
- To report any concerns to the Head of Facilities and Housekeeping.
- To have a key holder responsibility for locking and unlocking buildings as required.

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

EDUCATION AND QUALIFICATIONS

Essential

- Category B Driving Licence.

Desirable

- Category D1 Driving Licence.

EXPERIENCE AND SKILLS

Essential

- Experience of leading and organising a team.
- Able to communicate clearly, politely, and effectively and have good interpersonal skills.
- Able to regularly handle/carry heavy items.
- Good level of fitness.
- Able to effectively organise work, be calm and patient under pressure and use initiative to solve problems.
- Good working knowledge of using mobile and PC devices.

Desirable

- Knowledge of Working at Heights regulations.

PERSONAL QUALITIES

- Work in a team environment and have collaborative approach to duties.
- Conscientious, take pride in their work.
- Demonstrate initiative and a proactive approach to work.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.

- Successful candidate requires an enhanced DBS clearance.
- To undergo any training identified in support of this role.

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APPLICATION PROCESS

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

recruitment@bishopsstortfordcollege.org



Co-Educational Day and Boarding 4 to 18 Years

bishopsstortfordcollege.org

INFORMATION FOR CANDIDATES