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# Role Description

## Job Title: Facilities Manager, Maidwell Hall School

## Reports to: Bursar, Uppingham Group of Schools

 *(with dotted reporting line to Maidwell Hall’s Headmaster)*

## Job context

Maidwell Hall School is a coeducational independent pre-prep and prep school in Northamptonshire for boarding and day pupils aged 4 to 13, who progress on to the UK’s leading independent senior schools. The School has an excellent academic record and sits in beautiful grounds by the village of Maidwell within easy reach of Market Harborough, Northampton, Kettering, and Rugby. It currently has c. 140 pupils, 25 teaching and 25 support staff, as well as self-employed music, sports, and other coaching staff.

Following a merger between Maidwell Hall and Uppingham School in September 2022, this senior role is newly created to oversee Maidwell Hall’s operational facilities on a day-to-day basis to deliver group strategies and policies, support Maidwell’s Headmaster, Mr Anthony Rendall, and deliver an ambitious plan for the School’s growth and development. The postholder will be able to draw on extensive Group resources to fulfil their responsibilities.

Uppingham School, founded in 1584, is one of the UK’s leading co-educational independent boarding schools for children aged 13 to 18, based in Uppingham, Rutland.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

## Job purpose

To oversee Maidwell Hall’s day-to-day **facilities**, and to take responsibility for **Health & Safety** and statutory **compliance** (except safeguarding, pastoral, and educational compliance), while showing a deep empathy with the values and ethos of the School.

The Uppingham Group of Schools works to clearly defined strategic aims and the Facilities Manager will be expected to assist Group Directors and the Maidwell Hall Headmaster to deliver the relevant strategic aims for Maidwell.

## Your accountabilities

1. **Team leadership:** lead and inspire Maidwell Hall’s catering, cleaning, maintenance, grounds and transport staff (not including the Headmaster’s PA, Administrative staff, Matrons and School Nurse), motivating them to understand the shared purpose behind their work, developing staff talent and skills, delegating to and empowering staff, and undertaking all line management responsibilities (induction, appraisal, performance management, absence management etc.) in collaboration with the Headmaster of Maidwell Hall who will assume ultimate responsibility for all staff on site.
2. **Facilities:** taking direction and guidance from Group Directors, develop the quality and efficiency of Maidwell Hall’s facilities including (not exhaustively) catering, cleaning, buildings maintenance, grounds and gardens, Health & Safety, security, estates and statutory compliance, management of contractors, transport and traffic management, procurement and commercial lettings. This will include the use of Group software and other systems and processes, particularly those managed by the Group’s Estates and H&S teams. Support the commercial aims of the Group Commercial Director.
3. **Collaboration:** work under the guidance, direction and support of Group Directors responsible for the group’s Estates, Finances, HR, Health & Safety, IT, Marketing, Operations and Commercial activities, including the use of agreed processes, systems, and procedures.
4. **Health & Safety and compliance:** working with the Group’s Health & Safety Manager, advise Maidwell staff on Health & Safety policy, risks, responsibilities and day-to-day delivery; be the ‘Responsible Person’ under the Regulatory Reform (Fire Safety) Order 2005; ensure full compliance with all statutory and regulatory requirements (fire, asbestos, legionella, accidents, gas, electricity, radon, first aid, transport, etc.); ensure all staff have up-to-date safety training relevant to their activities; and undertake such company secretarial duties as may arise, with the support of the Group Bursar.
5. **Budgets:** contribute to the formulation of Maidwell Hall’s annual budgets, working closely with the Group Finance Director; and adhere to budgets, financial policies, controls, processes, and authorisation limits at all times.
6. **Contracts and projects:** manage contracts, projects and procurement under the guidance of Group Directors and policies, following in particular the processes and policies of the Group Estates Department. Seek authorisation for project expenditure from the Group Bursar. Note: projects and contracts over £10k in value will be managed by the relevant Group department
7. **Communication:** keep the Group Bursar and the Maidwell Hall Headmaster and fully appraised of all relevant matters and developments through regular, structured reporting. Keep Group Directors informed of any relevant developments.

***Note.*** *The following Maidwell staff report elsewhere:*

 ***Position Reports to***

 *Admissions Lead Group Registrar*

 *Finance Officer Group Finance Director*

 *Communications and Events Lead Group Marketing Director*

 *Junior IT Support Technician Group Support and Infrastructure Manager*

 *Headmaster’s PA Maidwell Headmaster*

*Administrative staff Maidwell Headmaster*

*Matrons Maidwell Headmaster*

*School Nurse Maidwell Headmaster*

**Outcomes**

* + - 1. **Team leadership:** a team with a clear sense of purpose and goals, empowered to carry out their roles and make decisions appropriately, and well-supported through a day-to-day presence and with clear processes for appraisals, absence and performance management etc.
			2. **Facilities:** efficient, effective and safe facilities are delivered – and continuously improved – to support Maidwell’s educational, co-curricular and pastoral purpose, and to deliver the Group’s commercial aims.
			3. **Collaboration:** guidance, advice and direction from Group Directors is implemented. Group policies are followed. Advice provided where group policies may need to be adjusted to provide for Maidwell’s specialist Prep and Pre-prep activities.
			4. **Health & Safety and compliance:** Health & Safety and statutory compliance are embedded within Maidwell Hall’s culture, both among teaching and support staff. Your technical knowledge is sufficient to deliver and advise on all H&S and statutory compliance requirements. Guidance from the Group’s Health & Safety Manager is implemented as required.
			5. **Budgets:** annual budgets are produced on time, in collaboration with the Group Finance Director. All expenditure is kept within the budgets approved by the Trustees. Budgets, financial policies, controls, processes, and authorisation limits are adhered to at all times.
			6. **Contracts and projects:** Group policies and processes are adhered to at all times. Project expenditure is approved by the Bursar. Projects and contracts exceeding £10k are referred to the relevant Group department for procurement.
			7. **Communication:** the Bursar, Maidwell Headmaster and Group Directors are kept informed of all developments on a timely basis and in a structured manner.

Key relationships

**Direct reports:**

* Catering staff (4)
* Cleaning staff (7)
* Maintenance / Grounds staff (2)
* Transport Manager

**Other personnel:**

* Maidwell School Headmaster
* Maidwell Finance Officer
* Maidwell Teaching colleagues
* Group Estates, Finance, HR, IT, Marketing, Operations and Commercial directors
* Group Health & Safety Manager
* Estates team
* Contractors (reactive, planned and service)

## Qualifications, skills and experience, personal qualities required

**Qualifications:**

* HNC/D or Degree in a related discipline i.e., Business, Procurement, Leadership & Management
* Membership of a relevant professional body (IWFM, CIPS, CMI)
* IOSH Managing Safely

**Skills and experience:**

* Team leadership
* Strong communication and excellent teamwork
* Experience of facilities, property management and catering, ideally within the education sector
* Project and contract management skills, including contractor supervision, management and monitoring
* Strong IT skills including scrutiny and analysis of data
* Working in a 24/7 environment with a focus on customer service

**Personal qualities:**

* Excellent interpersonal and written skills
* Self-motivated with strong sense of strategy and forward vision
* Highly organised, with the ability to manage multiple tasks or projects to deadline and budget
* Personable, supportive, and able to motivate a team, working collaboratively towards a culture which engages colleagues and fosters ideas
* Strong belief in the continuous improvement of customer service
* Diplomacy and sense of humour
* Be willing to work flexibly and outside normal school hours if reasonably requested to do so.

**Terms and conditions**

Working hours Monday-Friday 35 hours per week

Some out of hours work will be required, as befits a senior managerial position, including emergency attendance

Salary £45,000 - £50,000

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is 30 working days, of which up to 5 days must be taken over the Christmas period. Public holidays in term time are normal working days; a day off in lieu is given at another time.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for School’s private health scheme

Death in service cover with a lump sum of three times annual salary

 Free membership of dual-use Sports Centre (£25 annual admin fee)

 Free staff lunches in term-time

 School fee day place discount for children of staff

Retail and restaurant discounts, via third-party platform

Cycle to work scheme

Free annual ‘flu jabs

Westfield health care package

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

## 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 School’s Safeguarding (Child Protection) Policy at all times. If in the course of 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 the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to hr@uppingham.co.uk, 01572 822216.

The HR Department

Uppingham School

High Street West

Uppingham

Rutland

LE15 9QD