

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of *'Excellent'* in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognised the exceptional standard of boarding with an *'Outstanding'* inspection

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

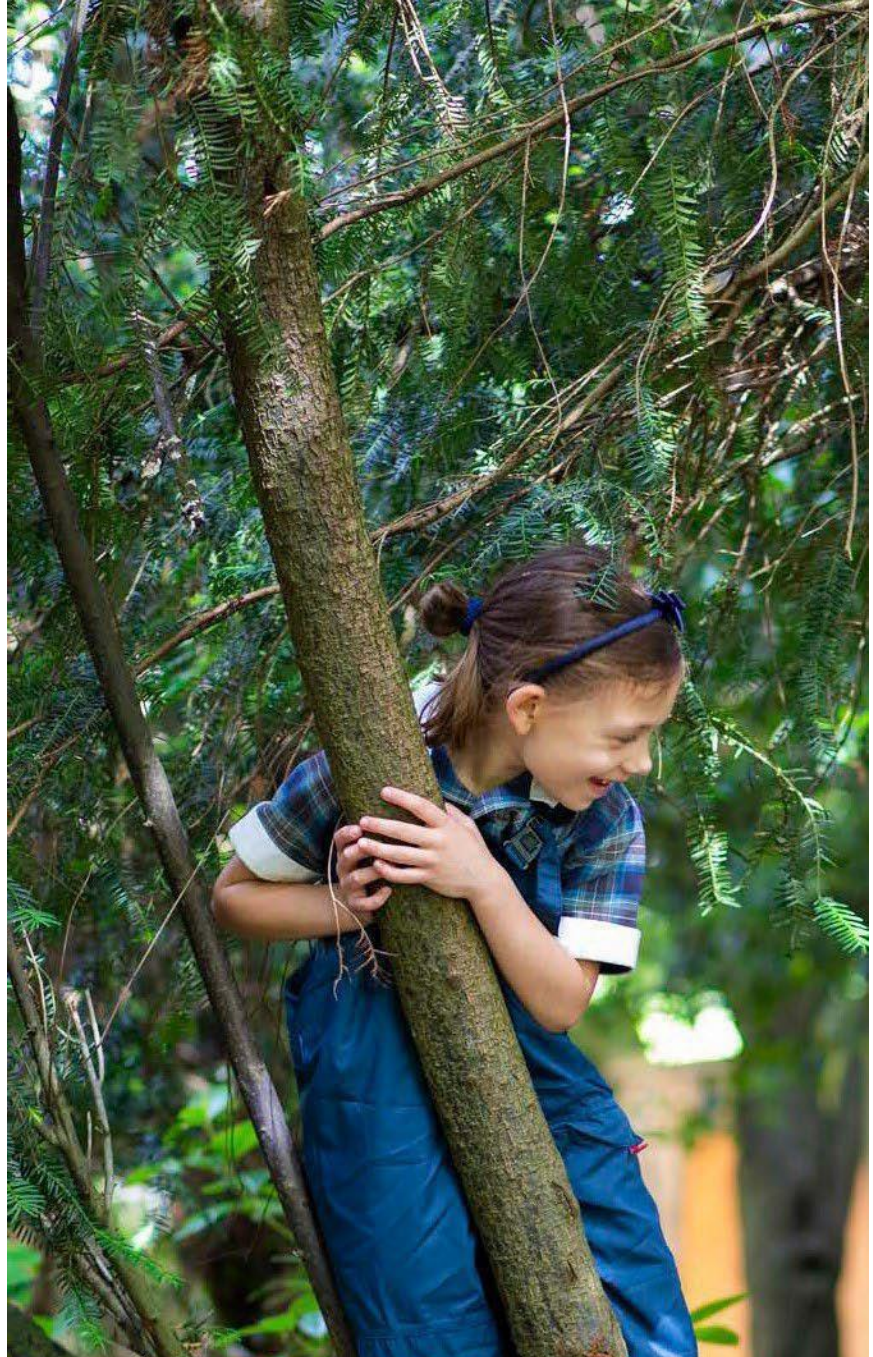


The School has excellent facilities, which include an award-winning Science and Mathematics centre, a Drama Studio, a Music Centre in Avenue, several IT suites, a multi-media Language Laboratory and a brand-new Astroturf, which was launched in October 2020.

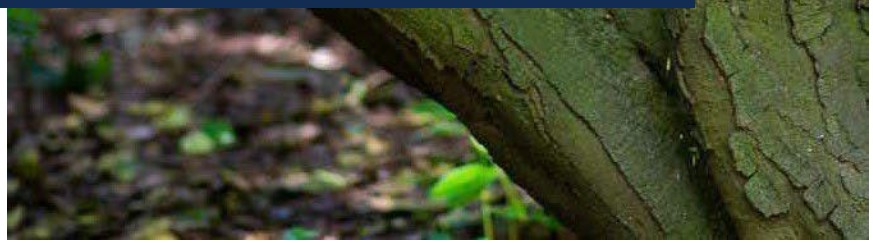
At MSJ we use Microsoft and there has been significant investment and development of e-learning in recent years.

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive and highly contemporary full refurbishment, which has provided a transition House for university. Benhams, the Year 11 Boarding House, was refurbished in 2021.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



ESTATES AND HEALTH & SAFETY MANAGER

JOB DESCRIPTION

AT A GLANCE



Full-time; 40 hours per week
52 Weeks per annum
Shift work across opening hours of
School
Immediate Start



Reporting to:
The Bursar

Responsible for:
Assistant Estates Manager, Estates
Technicians, Grounds Technicians,
Night Security Wardens

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. Support and contribute to the School's responsibility for safeguarding pupils;
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. Work within the Schools Health and Safety policy to ensure a safe working environment for staff, pupils and visitors;
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- g. Engage actively in the performance review process;
- h. Adhere to policies as set out in the Staff Handbook and Regulations;
- i. Undertake other reasonable duties related to the job purpose required from time to time;
- j. Adhere to School Safeguarding and Child Protection Policies.

Job Title: Estates and Health & Safety Manager

Purpose of the Job

- To oversee the management of estates team and the maintenance of the school estate.
- Support the Bursar with the operational development of the school's premises, health and safety and associated contracts management, to ensure outstanding operational resources which deliver the school's Strategic Development Plan and complies with all legal requirements in relation to health, safety, security and the environment.

- Ensure the efficient and effective running of the school buildings, grounds, and resources and to ensure the whole estate is presented to our best standard.
- Support the monitoring, evaluation and continuous review of the quality and effectiveness of estates management within the school.

Responsibilities – Estate, Buildings & Facilities:

- Oversee the management of caretaking and maintenance of the school's buildings and grounds.
- Oversee all maintenance requests and ensure they are responded to in a timely manner and with the correct resource.
- Day to day responsibility to ensure: the maintenance of the school's sites and buildings; the school complies with all relevant statutory requirements; the preparation of maintenance schedules and the efficient operation of all facilities within the school estate.
- Effectively communicate clear messages to relevant staff to ensure the smooth operation of the school.
- Manage the security of the school and to be a key holder, ensuring the safeguarding requirements are met with timely door code changes.
- Ensure effective after-hours contact arrangements are in place for the alarm security company to liaise with, and to participate in these arrangements.
- Manage and coordinate the out of hours on-call rota and act as an escalation point of contact for estates team participating in the out of hours call out rota. To participate in the out of hours on-call rota.
- Manage the maintenance and preparation of the School's sporting facilities, including grass pitches, artificial surfaces and hard courts. Liaise with the Director of Sport and the Sports Centre Manager to ensure their requirements are met.
- In conjunction with the Sports Centre Manager, ensure the swimming pool is maintained and managed effectively.
- In conjunction with the wider Operations and Compliance Management Team, support the events and school lets to ensure they are serviced as required, including using the School's event management system.
- Ensure that Smartlog software for managing core compliance is used effectively.
- Ensure compliance with all site related health and safety requirements, including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Bursar.
- Contribute to the tendering of contracts for outsourced services.
- Manage the selection, evaluation and monitoring of external contractors.
- Monitor the performance of the outsourced services against their contractual obligations, responsibilities and KPIs in relation to building services providers.
- Oversee the management of contractors onsite, ensuring:
 - o RAMS are provided, checking these, and authorising for work to proceed
 - o Permits to work are issued as required
 - o Safeguarding policy and procedures are adhered to
 - o Asbestos Management Plan is adhered to
 - o Appropriate notification of works to MSJ's insurers.
- Ensure the effective maintenance, repair, and safe keeping of all resources, including regular audits.
- Develop and keep up to date registers of the premises and assets.
- Contribute to the Operations Development Plan aligned with the School's Development Plan, including:
 - o Developing a planned maintenance programme
 - o Arranging for Condition, Sustainability & Sufficiency Surveys.
- Support the Bursar with planning and preparing capital building projects.
- Act as project co-ordinator for all capital building and grounds works, be the school representative at any premises contractor meetings and report back as necessary to the Bursar. Ensure work undertaken by premises contractors is completed satisfactorily and follow up on any issues.
- Carry out termly inspections of the buildings and grounds, report findings and recommendations to the Bursar.

Responsibilities – Health and Safety:

- Ensure the School complies with all statutory and legal requirements for schools in relation to buildings, premises and site and establish and maintain safe working practices, in particular ensuring that arrangements are in place for:
 - o Health, Safety and Security
 - o Fire Safety
 - o Electrical Safety
 - o Gas Safety
 - o Water Quality
 - o Asbestos
 - o Emergencies
 - o Lockdown procedures
 - o Staff Health and Safety Training (including induction)
 - o Appropriate contractors external specialist consultants to advice on matters regarding health and safety and associated matters
- Support the preparation for, and response to, inspections in order to maintain compliance with the Independent Schools Standards Regulations
- Act as Deputy School Safety Co-ordinator, which includes:
 - o advising the Bursar on maintenance requirements
 - o maintaining incident reporting (internal and external), recording and investigation regimes
 - o preparing statistics and summary reports for the Health and Safety Committee
 - o co-ordinating advice from specialist safety advisors and producing associated action plans
 - o monitoring health and safety performance across the whole school and reporting to the Bursar
 - o compliance with the Construction (Design and Management) Regulations
 - o supporting the work of the Health and Safety Committee, act as Vice Chair
- Play an active role in fire evacuation duties, co-ordinating the Estate Team's actions when an evacuation is underway and ensure the Bursar is informed of the reason for the alarm activation at the earliest opportunity.
- Ensure all estate team are trained in the use of the alarm system and that practice is reviewed.
- Ensure emergency procedures are current; plan, instigate and maintain records of fire evacuations, alarm tests, fire warden training and lockdowns.
- Ensure that weekly fire alarm testing is completed and recorded, addressing any issues that arise from this at the earliest opportunity.
- Responsible for the maintenance of fire equipment, ensuring regular weekly and monthly fire checks are carried out, reporting any issues that arise.
- Responsible for the maintenance of fire evacuation chairs, ensure adequate staff are trained to operate these safely.
- Day-to-day responsibility for all site related health and safety matters, including maintaining and developing systems, policies, procedures and working practices.
- Work with the Operations and Compliance Manager when site health and safety matters impact on operational matters and ensure a co-ordinated response.
- Ensure risk assessments are undertaken and reviewed as required.
- Ensure the Asbestos Management Plan is kept up to date.
- Support the Bursar in ensuring the Critical Incident Policy is regularly reviewed, updated and that practical arrangements are in place when the plan is required to become operational.
- Support the Bursar in ensuring the Risk Register is regularly reviewed, updated and that practical arrangements are revised in light of the outcome of the review.

Responsibilities – Line Management:

- Responsible for the line management and overseeing the work of the estates team and provide cover for these roles.
- Line management will include the day to day supervision of the work, ensuring responsibilities are delivered as required; recruitment and selection activities and performance management.
- Ensure the appropriate provision of night security warden staffing and out of hours on-call support.
- Ensure appropriate training and development is identified and provided to staff.

Responsibilities – Financial Management:

- Ensure the effective and efficient running of the premises and the site development budgets as delegated by the Bursar.
- Liaise with the finance team to ensure orders are raised for all estates related expenditure.
- Undertake budget monitoring activities and ensure significant variances are investigated and corrective action identified and reported to the Bursar.
- Produce five-year projections for budgets.

Responsibilities – General:

- Ensure the smooth running of all School events, co-ordinating operational needs with the Operations and Compliance Manager.
- Maintain and update as required the procedures relating to this post.
- Willingness to be available 24 hours to deal with emergencies in person or by telephone.

Other Responsibilities:

- Attend meetings as required.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Keep up to date with current educational developments and legislation affecting school facilities management within your area of responsibility.
- To respect the confidential nature of information relating to the school, pupils, and customers.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.



MALVERN ST JAMES

Girls' School

ESTATES AND HEALTH & SAFETY MANAGER

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Experience of and proven ability in managing a busy team, providing good line management support to ensure the most effective deployment of resources.	Essential	Application Form, Assessment and Interview
Experience in managing grounds and buildings	Essential	Application Form, Assessment and Interview
Excellent organisational, communication and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	Essential	Application Form, Assessment and Interview
Good working knowledge of management and maintenance of buildings, mechanical, electrical, and other infrastructure systems.	Essential	Application Form, Assessment and Interview
Ability to be reactive and proactive with a solutions-based approach	Essential	Interview
Computer literate including experience of using Microsoft Office.	Essential	Application Form and Assessment
Knowledge and experience of health and safety, fire safety, risk management regulations and requirements.	Essential	Application Form, Assessment and Interview
Up to date knowledge of statutory regulations and guidance relating to this post.	Essential	Application Form, Assessment and Interview
Experience in managing contractors and working with outsourced providers.	Essential	Application Form
Minimum GCSE Maths & English Grades A*- C or equivalent	Essential	Application Form
Strong communication skills with a proven ability to deal with a range of stakeholders	Essential	Assessment and Interview
Ability to be discrete, tactful and confidential at all times	Essential	Assessment and Interview
Level 5 qualification.	Desirable	Application Form
Experience as a lead caretaker or similar role.	Desirable	Application Form
Health and Safety qualification/training e.g. NEBOSH, IOSH.	Desirable	Application Form
Experience of working in a school environment.	Desirable	Application Form

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ staff benefits* can be seen below:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

**Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James*

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: Open, however, we reserve the right to appoint as soon as we find the right candidate

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview, one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Online checks and the Disclosure and Barring Service clearance at enhanced level.



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15 Avenue Road, Great Malvern
Worcestershire WR14 3BA
United Kingdom

E recruitment@malvernstjames.co.uk

T +44(0)1684 892 288

www.malvernstjames.co.uk