



Tormead

SCHOOL



Candidate Brief

Head of Estates & Facilities

FULL-TIME
START SUMMER 2024



Tormead is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The gracious original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. The School achieved 'excellent' in both parts of its last ISI inspection. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

Tormead Values:

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

Leadership:

The Head leads the whole school with the support of a leadership team in the Senior School and one in the Prep School. The Executive Group consists of the Head, Director of External Relations, Head of Prep School and Director of Finance and Operations. The Senior Leadership Group includes seven Assistant Heads (Teaching, Learning and Mentoring; Curriculum; Adventure & Service; Wellbeing; Academic Performance; Data, Systems and Logistics; Careers), in addition to the Executive Group. The Prep School Senior Leadership Team consists of the Head of Prep School, the Head of KS1 and a Director of Studies.

School Structure:

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



Curriculum:

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all girls in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

Pastoral:

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Assistant Head: Wellbeing, as well as pupil mentors, trained health care and pupil support staff and a school counsellor.



Extra-Curricular:

An exciting and varied extra-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including one in a Kenyan refugee camp and a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



The Site:

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

There is some scope for further site development at both the Prep and Senior Schools. The School makes use of sports fields and sports facilities off-site as well as its own sports hall, gymnasium and outdoor courts.

Partnerships:

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education. There is also a link with a refugee camp in north west Kenya, where a Tormead member of staff has visited to deliver teacher training.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.

Job Summary

The Head of Estates and Facilities reports to the Director of Finance and Operations (DFO) and plays a key role in the strategic development of the Estate, alongside responsibility for all aspects of the operational management of the site.

The postholder is responsible for developing and implementing comprehensive maintenance programs, overseeing building work and projects, and ensuring that the site is safe, functional, and maintained to high standards, as well as the management of facilities contracts, services, and lettings.

The postholder has line management responsibility for the Estates team, providing guidance, training and support as needed and ensuring compliance with health and safety regulations and best practices.

Main areas of responsibility

Relationships and Staffing

- Provide effective leadership and appraisal of the premises team, ensuring training and development plans are established and delivered, and assisting with the recruitment of new team members as required.
- Ensure appropriate staffing in the Premises team to cover all activities on site.
- Actively manage the cleaning and grounds maintenance contracts, to ensure they meet the highest standards.
- Deliver Health & Safety induction training to all new staff.
- Build and maintain open, supportive relationships with colleagues across the School to ensure a high quality and responsive service.
- Work with the Admissions & Marketing Team to ensure Admissions and general school events present the best impression of the School.

Building and Estates – Strategic

- Assist in the strategic development of the Estate, in conjunction with the Head, DFO, and Governing Body; advise the DFO on matters relating to the ongoing management of the Estate.
- Act as day-to-day client representative for all major site development projects, ensuring adequate supervision and control and on time and within budget delivery.
- Manage a comprehensive estates asset register and a costed rolling 5-year building and grounds maintenance plan.

Building and Estates - Operational

- Take responsibility for the care and maintenance of all buildings, services, minor/emergency works throughout the School site, and for the maintenance, upkeep and preparation of the School grounds, gardens, sports facilities and road access.
- Manage a rolling programme of planned and preventative maintenance, to minimise the incidence of breakdowns and reactive repairs.
- Oversee tenders for large and small maintenance and refurbishment projects, from initial concept, through design and specification, to implementation and handover to the School.
- Take responsibility for the efficient procurement, tendering and appointment of professional consultants, advisors, contractors and suppliers.
- Identify and explore incremental income opportunities from the Estate and manage all operational aspects of lettings to third parties.

Compliance and Control

- Manage and co-ordinate statutory inspection and servicing schedules to ensure full compliance with all legislation, to include (but not limited to) fire and alarm systems, lighting, air conditioning, asbestos, water testing, PAT testing, COSHH.
- Ensure safe working practices are employed and that all relevant staff are properly trained and competent in the operation of any equipment put into their charge.
- Monitor the performance, health and safety practices, licences, insurances, and DBS clearances of contractors, reporting any deficiencies to the DFO.

Health & Safety and Security

- Take responsibility for the management of Health and Safety at the School, ensuring all statutory requirements are met (as set out in the Health and Safety at Work Act 1974 and subsequent H&S legislation).
- Ensure the School is compliant with the Independent Schools Standards Regulations (ISSRs).
- Manage the completion and annual review of all risk assessments, and contribute to the School's Risk Register, for any risks relating to the operation of the School Estate.
- Review and update the School's emergency/business continuity planning arrangements, in conjunction with the DFO.

- Acting as the Fire Safety Officer, take responsibility for the School's fire protection arrangements, ensuring compliance with all associated legislation.
- Manage the security of the of site and ensure the safety of all users of the site.
- Promote a positive and effective culture of health and safety across the School community. Provide advice to users of the site on the health and safety arrangements and arrange for Health and Safety Committee meetings to take place at least termly.
- Maintain a suitable system to record all accidents, incidents and near misses, investigating the causes and taking appropriate remedial action where needed.

Finance and Budgets

- Prepare an annual budget for all areas under the Estates department, including both revenue and capital spending, regularly monitoring the delivery of projects and activities within agreed budgets.
- Ensure services and projects are accurately specified and scoped, estimates for spending prepared and expenditure is regularly benchmarked against the market.
- Ensure the School's financial procedures and competitive tendering policies are adhered to.
- Work with the DFO to ensure any insurance claims are dealt with effectively.





Transport Management

- Manage the School's fleet of minibuses, including bookings, records of usage, vehicle maintenance and records, and compliance with all relevant standards and legislation.
- Ensure that drivers receive regular training updates and hold appropriate licences for the vehicles they are driving.

Energy and Sustainability

- Monitor the School's energy consumption ensuring, as far as is reasonable, that the Estate is energy efficient and environmentally sustainable. Actively seek opportunities to reduce the School's impact on the environment.
- Advise on energy efficiency measures.
- In conjunction with the DFO, ensure energy contracts are monitored and negotiated to ensure best value.

Continuing Professional Development

- Obtain, and keep up to date a nationally recognised First Aid certificate.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- Engaging actively in the performance review process, and training and development opportunities available.

General

- Participating in staff meetings and additional School functions as agreed with the DFO.
- The Head of Estates and Facilities will be required to attend several school activities outside of normal working hours, including weekend Open Days and some evening School events.
- On occasion, site attendance may be needed to deal with emergency call- outs.

- Maintain comprehensive records, electronically, for all areas of responsibility.
- Implement and review School policies pertinent to all areas of responsibility, and to support and uphold the School's policies generally.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Key Relationships:

Internal:

Director of Finance and Operations, Head, Senior Leadership Team, Premises Team, Governors, colleagues

External:

Contractors, suppliers, external professional consultants and advisors, parents.

Specification

In addition, the candidate should have:

Essential

- A good standard of general education (A Level or equivalent)
- Membership of relevant professional organisation (e.g., BIFM/CIOB/RICS)
- Health & Safety qualification
- Evidence of continuing and relevant professional development
- Significant experience in the management of buildings & grounds
- Significant experience managing health and safety across multiple sites and excellent knowledge of Health and Safety legislation
- Strong track record in project management, delivering projects on time and within budget

- Experience of on-site management of building works and projects
- Proven experience of building effective relationships with major suppliers, contractors and advisors
- Experience of compiling and monitoring budgets relevant to estates and facilities management
- Experience of managing teams
- Knowledge and understanding of and a commitment to Health & Safety compliance
- Knowledge and understanding of and commitment to safeguarding and data protection
- Excellent communication skills
- High levels of numeracy & literacy
- Highly organised, methodical, accurate, detail-oriented and able to work to tight deadlines
- A positive, flexible attitude and the ability to analyse and evaluate to provide appropriate solutions
- Excellent IT knowledge and confident use of MS Office
- Independent work ethic, coupled with team collaboration

Desirable

- Educated to degree level
- Degree or equivalent in building services or facilities management
- Experience working in a school or educational environment
- Familiarity with safeguarding and child protection protocols in education settings, including safer recruitment practice
- An understanding of the independent school sector
- Capacity to remain poised and effective under pressure and responsiveness to a changing environment

Safeguarding:

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties,

the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

This is a fantastic opportunity to join Tormead and have a significant impact on the school's future, growth and success as it continues to evolve.





Salary and Benefits

Up to £60k per annum, depending on experience; 5 weeks' annual leave plus Bank holidays and the Christmas closure period; parking on site; free lunch when school is in session, free use of school gym. Tormead is a member of a Pension Scheme.

Applications

For further information please visit our website: www.tormeadschool.org.uk

For more information and to apply for the role, please contact Tom Cole at Hollr on **07710 674486** or tom.cole@hollr.co.uk

Deadline for applications:

Monday 13 May 2024 @ 9.00am.

Interviews:

Interviews will take place week commencing Monday 20 May 2024 for selected candidates.

Early applications are encouraged as we reserve the right to interview on receipt of application.



Tormead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School's Child Protection Policy at all times including attending mandatory training every three years.