



Collingwood
College
BELIEVE SUCCEED

Candidate Information Pack

Deputy Premises and Facilities Manager





Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A*-C with over 20% of entries gaining the top A/A* grades. Furthermore, 50% of the cohort gained an impressive A*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

Miss Karen Watling
Principal

The site and buildings

The College occupies a large site of approximately 35 acres located between Bagshot and Camberley on the A30. Journey time is around 5 mins from the M3 and 15-20 mins from the M25.



This photograph illustrates the College site comprising:

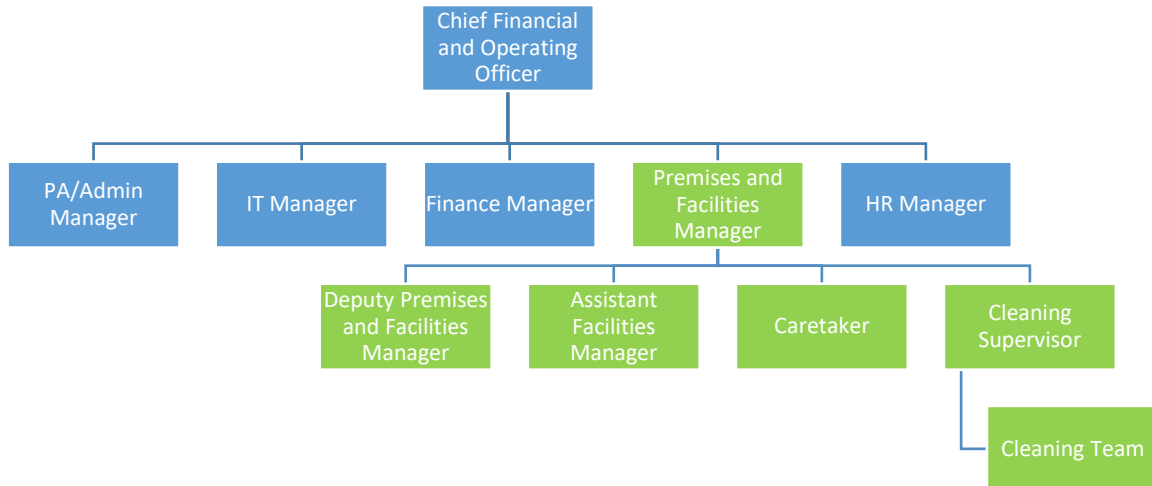
- Kingston Building
- Barossa Building
- Sixth Form Centre
- Extensive indoor and outdoor sports facilities.

Substantial capital investment in the site sees frequent major improvements to facilities. Recent and ongoing capital projects worth more than £3million have seen or will deliver a new suite of Sixth Form facilities and IT classrooms, new student and staff washrooms, major fire safety improvements, lighting upgrades and improvements to building controls.

Most excitingly, the College is one of 400 schools included in the School Rebuilding Programme which will see extensive replacement/refurbishment of the College's buildings in the next few years. The project will deliver state of the art teaching and sports facilities and help the College take a significant step towards our ambitious 2030 net zero carbon emissions target.



Premises and Facilities Team Structure



Deputy Premises and Facilities Manager

Job Title:	Deputy Premises and Facilities Manager
Responsible to:	Premises and Facilities Manager
Responsible for:	Maintenance of College Facilities and support for College activities
Salary:	£34,420 to £38,002 per annum, DOE
Working Hours:	Full time 36 hours per week. The site is open between 5:30am and 6:30pm, with the core hours for this post being 8:30 -16:30 with flexibility for early opening and closing plus some evening and weekend working depending on the College calendar.
Weeks per Year:	52 weeks per year
Holidays:	26 days annual leave plus bank holidays rising to 30 after 5 years

Take the Next Step in Your Career!

Are you experienced in premises and facilities management, especially within the education sector? We're looking for an enthusiastic, experienced, and dependable Deputy Premises Manager to join our friendly, professional team at Collingwood College.

About the Role:

- Full-time, year-round position with flexibility for occasional out-of-hours work.
- The Site is open between 5:30am and 6:30pm. Core hours for this role is 8:30 to 4:30 with flexibility for early opening and closing plus some evening and week working depending on College Calendar and Premise Team absence.
- Hands-on role crucial to maintaining our college site and supporting events and activities.
- Deputise for the Premises and Facilities Manager, perfect for aspiring Estates/Facilities Managers seeking managerial experience during an exciting period of development.

What We Offer:

- Supportive, high-performing, and friendly colleagues.
- Generous annual leave: 26 days plus bank holidays, increasing to 30 days after 5 years.
- Extensive professional development opportunities.
- Membership in the Local Government Pension Scheme.
- BUPA Health Care Cash Plan.
- Cycle to work scheme.
- Employee discount scheme.
- On-site car parking.

Apply Now! Early applications are encouraged as we may close the vacancy early if a suitable candidate is found.

How to Apply: Submit your completed application form and letter of application electronically to hr@collingwood.surrey.sch.uk. All applications will be acknowledged electronically. Please note, CVs cannot be accepted in compliance with safer recruitment guidelines.



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Closing Date: 3pm Friday 21st March 2025

Interview Dates: Interviews will take place between 24th March and 4th April 2025

Early applications are encouraged as we may close the vacancy early if a suitable candidate is found.

Informal visits to the College are welcomed. Please call to arrange an appointment.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring Service check. We are an equal opportunities employer.

JOB DESCRIPTION

Purpose of the Post:

To ensure that College facilities and premises are well maintained, managed and used, providing a high quality, safe environment for teaching, learning and the wellbeing of our students, staff and visitors.

Post	<ul style="list-style-type: none"> • Deputy Premises and Facilities Manager
Responsible to	<ul style="list-style-type: none"> • Premises and Facilities Manager
Core Purpose	<ul style="list-style-type: none"> • To provide day to day customer focused support and maintenance services that enable excellent teaching and learning in a clean, safe and healthy environment, deputising for the Premises and Facilities Manager as required.
Key tasks and responsibilities	
Organisation and management	<ul style="list-style-type: none"> • Prioritisation and timely and effective delivery of routine and unexpected maintenance tasks including facilities helpdesk requests and incidents • Support the Premises and Facilities Manager to deliver effective management of the College estate, undertaking supervisory responsibilities as directed • Nominated deputy in the absence of the Premises and Facilities Manager • Liaison with colleagues from across the College to ensure the successful delivery of College events and activities
Health and Safety	<ul style="list-style-type: none"> • Ownership of day-to-day compliance and statutory checks and tests, maintaining comprehensive and accurate records including, but not limited to: <ul style="list-style-type: none"> ○ asbestos monitoring ○ water monitoring ○ fire alarm testing ○ emergency lighting testing • Review statutory checks and report noncompliant records to the Premises and Facilities Manager. • Take responsibility for ensuring own and others' health and safety • Provide assistance to the Business Manager and Premises and Facilities Manager in the health and safety management of College facilities • Under the direction of the Premises and Facilities Manager undertake routine checks for potential H&S issues, acting on incident/near miss reports, completing risk assessments and escalating serious/ unresolved issues to the Premises and Facilities Manager where necessary



<p>Operations</p>	<p>Under the direction of the Premises and Facilities Manager take ownership of the following on a day-to-day basis;</p> <ul style="list-style-type: none"> • Maintain College buildings, grounds, plant, utilities and other ad-hoc duties • Carry out repairs and DIY projects • Liaise with and supervise contractors working on site • Undertake facilities improvement and development projects • Keep College buildings, grounds and access areas safe, clean and tidy • Ensure the security of the site • General portorage duties including moving furniture and equipment around the College • Support the delivery of minibus maintenance • Take appropriate actions to prepare for bad weather
<p>Emergency</p>	<ul style="list-style-type: none"> • Key holder for premises • Respond to emergency call outs in the absence of the site team member who is a resident on site • Key role in the emergency evacuation and lock down procedures • Perform the role of fire marshal/warden as required
<p>Development</p>	<ul style="list-style-type: none"> • Assist in capital works projects, site development plans and project delivery
<p>Other</p>	<ul style="list-style-type: none"> • Amend and work outside typical shift pattern as required to maintain a continuous site team presence at the College and successfully deliver College events and maintenance/development projects
<p>Duties and Responsibilities</p>	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time-to-time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Duties must be performed in a professional manner, with integrity and mindful of confidentiality.</p>
<p>Work Demands</p>	<p>The post holder will be subject to regular interruptions and changing priorities, there may be a chance of disruption to the overall completion of the task.</p> <p>The nature of the work is such that there will be at times conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.</p> <p>The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. There may be occasions where adjustments to working hours are required. Time off in lieu will be arranged for all additional working hours directed by the College.</p>

Person Specification

Qualifications and Training	Essential	Desirable
Relevant qualifications (e.g. facilities management, plumbing, electrical etc.)	√	
Full UK Driving Licence	√	
Health & Safety at work qualification		√
Health & Safety qualification to NEBOSH certificate level		√
First Aid at Work qualification (prior to appointment)		√
GCSE Maths and English to grade C (or equivalent)	√	
Skills, knowledge and aptitude		
Excellent verbal and written communication skills, and capable of conversing directly with external customers, senior management and contractors	√	
Experience of managing outsourced services and/or contract management and managing a team		√
Experience with statutory compliance including water, fire, asbestos etc	√	
Experience of working in a medium or large site		√
Proven competency in Microsoft Office; e.g. Word, Excel and Outlook	√	
Successful project management experience		√
Able to work independently with the minimum of supervision in terms of meeting standards and timescales	√	
Excellent customer service skills	√	
Ability to work as part of a team and support the development of others	√	
Excellent working knowledge of Health & Safety in the workplace	√	
Professional approach in building and maintaining positive, strong working relationships with staff, contractors and stakeholders	√	
Commitment to own continuing professional development	√	
Excellent organisational and administrative skills	√	
Experience of educational organisation and procedures		√
Experience of minibuss driving		√
Project managing building works, refurbishments and improvement works		√
Working knowledge of current building maintenance regulations and legislation, including plumbing, electricity and building regulations		√
Personal Attributes		
Energy and enthusiasm	√	
Resilience	√	
Ability to act on initiative	√	
High personal standards of professionalism and integrity	√	
Flexibility and adaptability	√	
Team worker capable of motivating others and developing solutions to problems with others	√	
Attention to detail and accuracy	√	



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