



PRINCE'S MEAD

FACILITIES MANAGER

(Full-time)

at Prince's Mead School

Winchester

Prince's Mead School, Worthy Park House, Kings Worthy, Winchester, Hampshire SO21 1AN  
01962 888000 [princesmeadschool.org.uk](http://princesmeadschool.org.uk) @princesmeadschool



## PRINCE'S MEAD

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A word from Adam King, the Headmaster:

Thank you so much for your interest in this role at Prince's Mead.

Prince's Mead is an ambitious, vibrant and exciting school with a tremendous spirit where, above all, happiness reigns.

Situated on the outskirts of Winchester, the school is ideally placed to benefit from the cultural heritage of a historical city as well as enjoy the scenic countryside of the beautiful Itchen Valley.

Although I have only been the Headmaster of Prince's Mead since September 2022, I quickly realised that this is truly a special place with a caring, supportive community. The Crown Values are the bedrock of the school and the purpose and aims of the school provide strong direction. Together, the Governors work closely with myself, the Bursar and the SLT to provide a strategy and development plan to make the school the best it can be.

I hope you enjoy reading this information pack and browsing our website and social media. It's a very exciting time to be joining the team at PM and I look forward to receiving your application.

Kind regards,

Adam King  
Headmaster





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### BACKGROUND TO THE SCHOOL

Founded in 1949 in Winchester, Prince's Mead is a co-educational day preparatory school for children aged 3 to 11. These characteristics allow it to stand out from other independent schools in the area and place it in a unique position to enable children to move on to a wide variety of secondary schools and particularly the very good 11+ day schools in Hampshire and beyond. Senior school destinations are never prescriptive, however, and the school works closely with parents to prepare children for the full range of possible choices.

Prince's Mead is located in a glorious setting, occupying Worthy Park House; a large former Georgian residence dating back to 1820. With wonderful views across the Itchen Valley, the twelve acres of grounds complement the house and provide a perfect setting for delivering education as well as an impressive sport offering and other co-curricular activities. Enhancements have included a multipurpose sports hall, music practice rooms and the latest development of four new classrooms and a modern kitchen and dining hall (completed in 2019). This latter work has also allowed for the redevelopment of the Coach House in order to provide an Early Years facility, which is proving highly popular. Focusing on our teaching provision we are pleased to be rolling out the Pre-Senior Baccalaureate (PSB) model and our exciting investment in a Virtual Learning Platform and personal devices.

Prince's Mead is very strong academically and offers a fantastic breadth in its curriculum. There are dedicated classrooms for Science, ICT, DT and Art. Music is important both in the classroom and through peripatetic music teachers. The school is known for its outdoor education and has its own Forest School in Gray's Wood. Children experience several day trips throughout the year and by the end of their time here will have climbed two mountain peaks in the UK. Prince's Mead is the only prep school in the country to have a teacher in charge of Adventure and Exploration! Many more details about the curriculum and extra-curricular offerings are available on the school's website at [princesmeadschool.org.uk](http://princesmeadschool.org.uk)

The school is the only independent school in the area to operate a free minibus service in the mornings and afternoons. The red minibuses have become iconic in the local community to assist with travel. The school currently has over 290 children on roll and there are exciting plans to develop the buildings and facilities further.



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The school met all standards of regulatory compliance when it was inspected by the Independent Schools Inspectorate (ISI) in May 2023 and was found to be excellent in all areas of the Integrated Inspection.

### GENERAL OVERVIEW

Prince's Mead School aims to recruit a proactive, flexible and driven full-time Facilities Manager. This crucial role will work directly to the Bursar and will ensure the effective day-to-day functioning of the Operations Team and have oversight of all areas of facilities, estate, IT, transport and Health and Safety. The candidate must be able to multi-task, have a positive attitude and a commitment to maintaining procedure and the School to the highest standard.

This role will require out of hours call out work and some weekend work (arranged in advance as overtime/TOIL) and require a certain amount of flexibility, particularly where seasonal peaks in the school calendar have an impact on the complexity of site use.

This does not change the core job but does require individuals to be prepared to undertake/help out with duties of a more general nature and outside of normal working hours. The role requires agility in order to adapt to the day-to-day demands of a busy and high achieving Prep School.



### JOB DESCRIPTION

#### Financial Management and Planning

- In conjunction with the Bursar, develop budget proposals for buildings, services, IT infrastructure and vehicles and manage expenditure in these areas.
- Oversee the management of stock control and the buying of supplies in connection with maintenance and ensure that staff have the correct materials to undertake their duties.
- Direct line management of the Facilities and Estate Teams. Leading and motivating them to meet performance targets. Provide guidance and mentorship to team members. Ensure timekeeping of staff is in accordance with employment contract terms.

#### Facilities and Estate Management

- Develop (in conjunction with the Bursar) and implement a school estates management programme to include planned, preventative & reactive maintenance and a programme of cyclical maintenance and improvement works to maintain high standards across the site.
- Ensure the safety, upkeep and maintenance of the site and be familiar with all systems, alarms and routines.



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- Arrange and be responsible for the site out of hours cover and respond to requests/enquiries from visitors, contractors or parents and groups hiring the premises.
- Assist with the management of capital and refurbishment projects and monitor progress against the project plan.
- Ensure that premises and grounds are maintained to a high standard in accordance with agreed programmes of planned maintenance, and that emergency repairs and issues are identified and actioned promptly.
- Ensure that all plant and equipment, is operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance.
- Overseeing the allocation of cleaners to tasks, ensuring cleaning compliance and supervision where required.

### **Contract Management**

- Regularly review annual servicing and compliance contracts to ensure terms and conditions are reasonable and meet the school's requirements.
- Establish relationships with key suppliers and make recommendations to the Bursar for potential changes, taking into consideration the needs of the business and the budgets set.
- Liaise with suppliers, contractors and architects or surveyors, as required.

### **Compliance and Health & Safety (H&S)**

- Ensure that there is a suitable and appropriate regime of statutory H&S compliance required by regulation and school policy for the site and that appropriate records are maintained to demonstrate this.
- Identify potential areas of compliance vulnerability and risk across the school, develop actions plans for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future. Conduct internal audits of processes and procedures.
- Ensure risk assessments are in place.
- Ensure records are maintained for the testing of fire alarms and checks of fire exit routes and fire doors in accordance with statutory and school policy requirements.
- Attend, constructively participate in and prepare reports as required for the school H&S Committee.
- Fire Warden duties (training will be provided).

### **IT Infrastructure and Support**

- Ensure that the core infrastructure of servers, networks, desktop and iPads are operational to agreed service levels (with the IT Technician) and problems are resolved through in-house staff & external service providers.



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### Transport Management

- Ensure school vehicles (minibuses and electric gator) are maintained and that school processes for vehicles and drivers meet regulatory requirements.



### PERSONAL SPECIFICATION

- The post holder will be able to keep calm under pressure and maintain good humour when things are not going to plan.
- Relevant academic qualifications or the ability to demonstrate sufficient knowledge and experience for the role.
- Excellent organisational skills, time management, ability to prioritise and organise own workload, ability to work to deadlines.
- Knowledge of security and emergency procedures.
- Knowledge of relevant health and safety requirements.
- Substantial experience of premises management, preferably in an education context.
- Demonstrable experience of managing hard and soft facilities.
- Suitable experience in a similar Facilities Management or Estates role.
- Good general level of education.



### REMUNERATION and OTHER BENEFITS

Working Hours: This post is a full-time position for 40hrs per week (likely 8.00am - 4.30pm with the flexibility mentioned above).

Salary: The salary range for this role is £40,000 - £43,000. There are further benefits including: pension, free lunch and onsite parking.



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### APPLICATION PROCESS

1. The closing date for applications is **12 noon on Thursday 4<sup>th</sup> April 2024**, with interviews taking place on **Tuesday 9<sup>th</sup> April 2024**.
2. Applicants are asked to complete the school's [APPLICATION FORM](#), as well as a covering letter (no more than one side of A4).
3. Prince's Mead is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
4. At the short list interview, applicants will be interviewed by the Bursar, as well as another member of Staff.
5. Please email your completed application form and covering letter to [recruitment@princesmeadschool.org.uk](mailto:recruitment@princesmeadschool.org.uk)



### SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.



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**EQUAL OPPORTUNITIES STATEMENT**

As an equal opportunities employer, Prince's Mead is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.