

Working at Thames



Application Pack Facilities Manager

The Thames Vision

At Thames we believe that the teenage years are a valuable time to lay a foundation for success in life. While academic achievement is crucial, we also emphasise the importance of learning how to make good choices, build positive relationships and develop the resilience to overcome challenges.






At the heart of our Christian ethos is the belief that each individual is valued. It is this that enables pupils to grow in confidence and maturity. Understanding who they are helps them to build positive relationships with others and be equipped for life and discover their identity and purpose.

The key to our success is the way that our staff take the time to understand every pupil both academically and personally to release their potential. Pupils develop the wisdom, confidence and resilience to become authentic leaders who are able to rise above challenges. They learn to make good choices and understand that every choice has consequences.

The development of excellent character is the essential partner to academic and social success. Our focus on developing personal qualities, integrity and interpersonal skills is evident to everyone who meets Thames pupils and it sets them apart when competing for school places and jobs. Historically the vast majority of our pupils were offered places at their first choice of sixth form. With the opening of our new sixth form in September 2023 many are now choosing to remain at Thames.



Our Aims

	Individuality	Each pupil knows their innate value as an individual
	Grounding	Each pupil embraces good character, personal responsibility and academic challenge
	Direction	Each pupil cultivates a sense of purpose both within and beyond the school community
	Wisdom	Each pupil understands how to make positive choices, develops understanding of the world and leads with humility
	The Journey	Each pupil recognises and becomes passionate about nurturing their gifts, skills and talents in preparation for life

Our Values

We value compassion, respect, courage, openness, proactivity and diligence.



The School

Thames is a thriving mainstream school of 200 pupils founded in 2000 for pupils aged 11-18, currently with a two stream entry. In February 2022 the school moved to a 4000m² brand new eco-friendly purpose-built building adjacent to Clapham Junction Station that has been designed to provide the perfect environment for learning.

The building contains many high tech features including a BMS, CCTV, Door Access, Fire and Intruder Alarms and DALI lighting. Additionally the main hall has retractable seating along with a professional quality sound and lighting system.

Classrooms are accessed from exterior walkways bringing light, connection and fresh air to every part of the building. Classroom layouts have been strategically designed to enhance our ability to maintain our outstanding commitment to the ethos and culture. The move enables the school to expand to three stream entry with a sixth form being added in September 2023 and an eventual roll of around 300. The school was judged Excellent in all categories by the Independent Schools Inspectorate in its Educational Quality Inspection in April 2022.

Fees are competitive when compared with other London day schools and the school is committed to discounting a significant number of places to aid affordability. The inclusivity of abilities, ethnic and socio-economic backgrounds enables pupils to thrive in a setting that reflects the diverse and dynamic make up of London.



Our Christian ethos is relational and pupils thrive due to proactive pastoral care and excellent relationships between staff and pupils. Progress and achievement are prized across the ability spectrum. Whilst many pupils come from Christian families, other faiths are welcomed and represented.

Role

To facilitate our growth we are now looking for an exceptional multi-skilled individual to join the administration team to provide effective management of the school's facilities in accordance with the policies and procedures of the school.

Person Specification

We are looking for a professional with a commitment to working in a school with high standards and a distinct Christian ethos.

You will have:-

- Experience of a Facilities Management role in a modern building
- Strong handyman skills, able to resolve and maintain a wide range a building issues
- Strong IT skills and a high level of computer literacy
- A willingness to learn new skills and expand your areas of expertise
- A commitment to safeguarding young people and promoting their welfare
- The ability to form and maintain appropriate relationships and personal boundaries with pupils and staff
- The ability to communicate well with stakeholders
- Relevant qualifications
- Good problem solving skills and the ability to use initiative in challenging situations
- High personal standards of integrity, conduct, punctuality and dress
- A strong attention to detail and excellent planning skills
- A willingness to be involved with school events

You will be:-

- Supportive of the school's Christian ethos and values of respect, compassion, courage, openness, diligence and proactivity
- Able to respond constructively to coaching, mentoring and feedback
- Emotionally resilient
- Willing to work as part of a team and the wider school staff
- Willing to take on specific projects and see them through to completion
- Positive, flexible, motivated and humble
- Be able to work to deadlines
- Well organised and skilled with time management
- Physically able to undertake manual tasks as required including carrying and moving heavy items
- Residing within 20 mins travel from the school out of normal working hours

Reporting Relationship

Reports to the Head.

Job Description

To provide effective facilities management and facilitate the smooth running of the school in conjunction with other office staff in accordance with the policies and procedures of the school. In order to fulfil the role, the post holder should expect to carry out the following:

Security

- Key holder, required to attend emergency call outs out of normal hours
- Carry out procedures in the event of an emergency
- Prevent trespass, challenge the identity of unknown persons and where necessary contact the Police to assist
- Ensure that pupil movements in the immediate locality at the beginning and end of the school day are safe
- Prevent unauthorised parking of vehicles
- Ensure that locks are in good working order and that the building can be secured
- Ensure the intruder alarm and door access systems are operational
- Manage the premises during periods when the building may be let to external users including setting out and putting away furniture as required
- Be available to oversee a reasonable number of evening and weekend lettings

Maintenance

- Carry out and record routine in house maintenance tasks and checks related to fire safety, health and safety and legionella
- Carry out PAT testing as required
- Organise and oversee routine maintenance of plant and equipment provided by external contractors in accordance with the ppm schedule
- Maintain the faults log
- Carry out in-house repairs and maintenance to furniture and fabric of the building according to expertise and training as required
- Carry out in-house redecoration as required
- Organise and oversee repairs that require remediation by external contractors
- Ensure contractor compliance with school policies and maintain records
- Ensure school owned plant is in a safe working condition by regular inspection
- Ensure plant rooms are clean and tidy and free from combustible materials where necessary
- Ensure that energy usage is efficient and record weekly readings of utilities
- Care for the external and internal plants
- Remove weeds from courtyards, parking spaces and around exterior of building

Cleaning

- Ensure that the premises and furnishings are cleaned by the contractors
- Carry out specific cleaning duties in respect of spillages (including bodily fluids) in the absence of contracted cleaners

- Ensure that the school site is tidy, free from litter and well maintained
- Undertake the regular jet washing of courtyards, drains and gullies
- Ensure safe access to the premises by clearing paths and using salt during freezing winter weather
- Undertake non-routine cleaning tasks during school closure periods

Miscellaneous

- Place orders on consumables and equipment and be responsible for their economical use
- Take delivery of stores, materials and other goods and distribute them to their points of use
- Report any health & safety related accidents or incidents on site
- Carry out safe working practices in accordance with policies
- Coordinate working time/holidays with the Head to ensure adequate keyholder cover
- Move and set out of furniture and equipment including extension and retraction of hall seating as required

Although not essential it would be an advantage to be able to carry out some of the following:

Technical Support

- Be familiar with the basic operation of the Stage Lighting and Sound system and be able to operate for basic events
- Assist with Chromebook management and setup, ensure that pupils and staff have working devices and that faulty devices are re-installed or sent for repair
- Assist with maintenance of and software upgrades to the Clevertouch screens

Wider Responsibilities

- Any duty relating to supporting the school to ensure the smooth running of the school on a daily basis
- Contribute to the maintenance of the school ethos
- Uphold the policies of the school including the Safeguarding policy
- Carefully follow the procedures of the school, including ensuring Health and Safety and Safeguarding procedures are followed at all times
- Attend school events such as open days, plays, concerts, etc as part of supporting the wider work and activity of the school. These may from time to time take place on a Saturday or in the evening
- Participate in INSET days and occasional staff meetings

Scope exists to shape the job to the skills of the successful applicant. The above list is illustrative rather than exhaustive and the person appointed must expect to undertake other tasks and duties as may be requested.

Salary, Hours and Benefits

Salary will be in the region of £30,000-£45,000 depending on the experience and skills of the successful candidate. Salaries are reviewed each year to ensure they remain competitive. Salaries are paid by BACS transfer on or around the 27th of each month, or the previous working day, in twelve equal payments.

Hours

Hours are 8.00am – 5.00pm Monday to Friday. However staff are expected to work additional hours if required to fulfill the duties of this role, including a reasonable number of agreed evenings and weekends. Flexible working to suit the needs of the role can be agreed.

Holidays

Administrative and maintenance staff receive six weeks annual leave in addition to public holidays.

Benefits include:

Staff Fee Remission: staff are eligible for fee remission, part-time staff are eligible to a reduction on a pro-rata basis. The continuance of school fee remission after an employee has left a position is at the discretion of the Head.

Workplace Nursery: the new building includes a workplace nursery to cater for preschool children aged two years and older. Currently all payments made for childcare in a workplace nursery are tax deductible and by offering childcare 39 weeks of the year around, school hours staff will make significant financial savings on childcare.

Enhanced sick pay arrangements: the school offers additional support to staff via its sick and family friendly policies.

Private Medical Insurance: full time staff are eligible to join the school's private medical insurance with BUPA with premiums paid by the school. Part time staff may have the premiums paid pro-rata. All staff may extend the cover to their families at their own expense.

Employee Assistance Programme provided by BUPA Healthy Minds: all staff have access to this service.

Pension Scheme: staff are automatically enrolled into a pension scheme administered by Scottish Widows. Employer contributions may be supplemented by employee contributions but this is entirely at the discretion of the employee.

Subsidised Lunches: Delicious and healthy lunches cooked fresh each day on site by the school's chef. Daily offerings include meat and vegetarian options, street food, homemade bread, soup, salads, pudding, fruit and yoghurt pots.

Application

To apply for post that is being advertised

Fully completed application forms, together with your CV, should be returned to the school by post or by email to vacancies@thameschristianschool.org.uk as soon as possible. Our standard application form must be completed, CVs on their own will not be considered. Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of Thames Christian School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Safeguarding

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions and bind-overs, including those as “spent” must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. Online checks will be carried out on all short-listed candidates as part of our due diligence. The successful candidate will also be required to provide original certificates of qualifications and may be required to undergo a medical examination prior to the post being confirmed.

Location

Thames is on Grant Road just a minute’s walk from the rear exit of the highly accessible transport hub of Clapham Junction (Zone 2) with its excellent rail connections from Victoria, Waterloo and many parts of both North and South London and the London Overground network.

