



Blatchington Mill School

Involvement, Achievement & Care

www.blatchingtonmill.org.uk

Dear Prospective Candidate

Re Recruitment of Deputy Facilities Manager

Thank you for your interest in working at Blatchington Mill School. As this is such a key role at the school we hope it will be helpful for you to have some background and context.

This is a large successful and oversubscribed secondary school in Hove under the authority of Brighton and Hove City Council. We have around 1600 students and over 250 staff. The school has high expectations of behaviour and achievement and we are proud of our students.

We have an inclusive ethos and welcome a high proportion of students with Special Educational Needs. Our rating for Behaviour and Safety is Outstanding.

The site comprises of two previous schools joined together and the main building is over ¼ mile from one end to the other. In addition to this structure in a range of materials there are a variety of out buildings and 'temporary' huts. The heating and hot water across the site are fuelled by gas and electricity with a combination of control mechanisms.

In addition to the usual teaching and learning spaces we have an excellent theatre, a dance studio, drama studio and well-equipped music rooms to reflect the emphasis that the school places on the performing arts, our school productions are of a high standard and are supported by members of the facilities team.

We let out those performing arts spaces as well as our sports hall and All-Weather Pitches, there are very good relationships with several community groups hiring for sports and arts activities. The maintenance and operation of these lets are managed by our facilities team.

I hope that this context gives an idea of the range of responsibilities covered by the facilities team in addition to regular maintenance, cleaning and reacting to whatever comes up in a typical school day.

The Deputy Facilities Manager is a key role, part of a team of seven, including the manager of the cleaning team. The post holder must be proactive and enthusiastic. There are frequent occasions when the successful candidate will deputise for the manager of this team.

A house next to the school site is made available to the holder of this post to support the better performance of duties including security and responding to alarms (whilst complying with the risk assessed approach to ensure that the post holder does not put themselves in danger). The house is managed by the local authority and is offered at a very reasonable rent. If you are interested in this role but not the house then do please continue with your application as there may be some flexibility in this area.



The duties of the Facilities Team are varied and wide ranging and include to:

- Ensure effective health & safety risk management, including that of third party contractors.
- Take a risk assessment based approach to all works.
- Monitor the condition of site buildings and grounds to ensure that appropriate health and safety standards and compliance are achieved.
- Carry out statutory checks and surveys on a regular basis and in a timely manner.
- Contribute to the management of all site-related projects.
- Supervise visiting contractors and service providers, ensuring they have access to the schools fire evacuation procedures and asbestos register etc.
- Uphold the school's rigorous safeguarding policy and procedures
- Manage any insurance issues relating to site.
- Arrange programmes of minor repairs and maintenance
- Work closely with the Facilities Manager and School Business Manager regarding the best use of funds allocated for maintenance.
- Ensure compliance with relevant Health and Safety Regulations and British Standards.
- Keeping accurate records to evidence that these tasks are carried out thoroughly.

Candidates should be highly organised with excellent interpersonal skills because the post will include certain administrative, asset management, budget management and team management responsibilities.

I do hope that you have found this interesting to know the context of the school and some more details about the job.

I look forward to receiving your application.

Yours faithfully

Sarah Hextall

Business Manager

Blatchington Mill School

Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.

