

BRIEF FOR THE POSITION OF

Head of Facilities and Operations

WOLDINGHAM SCHOOL



November 2022



The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and from September 2022 we have more than 620 students enrolled in the School.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 1% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.





HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

ETHOS

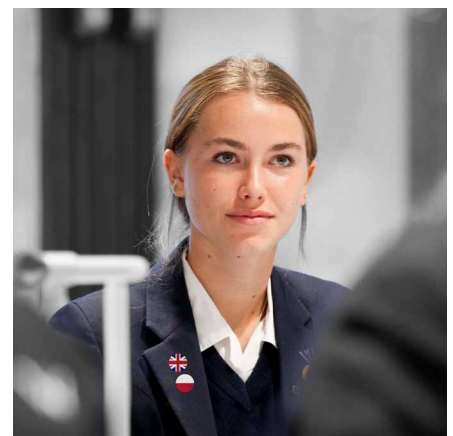
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 1% of schools in the UK for 'value added education.' In 2021, 90% of A Level grades were A*-A and 62% of GCSE grades were 9-8. In 2021, 12 Sixth Formers took an EPQ and eight achieved an A*.

Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

Willingness

to work hard and make mistakes

Opportunities

to maximise all learning

Learning

is a life-long process

Determination

to succeed

The school offers a broad curriculum with 27 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

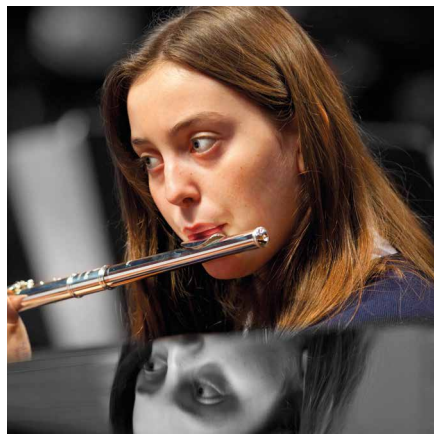
There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House

sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal

recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

LOOKING FORWARD

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



The role

Job title: Head of Facilities and Operations

Responsible to: Bursar

Responsible for: Domestic Services, Caretaking & Security, Transport

ROLE AND PURPOSE

The Head of Facilities and Operations is a key role at Woldingham School with a range of responsibilities for the smooth functioning of the organisation.

He/She is a key figure working alongside the Head of Estates and together with the Bursar to ensure that the School's facilities and operations are maintained to the highest possible level.

Responsible for managing the Domestic Services, Caretaking and Security and Transport Departments.

As the Health and Safety Officer, he/she is also responsible for co-ordinating all aspects of health and safety management within the School, to ensure compliance with legislation.

Other areas of responsibility include taking the lead on the School's Environmental Sustainability strategy, site response to critical incidents and disaster recovery planning.

The Head of Facilities and Operations manages members of staff in the domestic services, caretaking, and transport departments.

SPECIFIC RESPONSIBILITIES

Facilities Management

Line Manager to the Cleaning and Logistics Manager and responsible for:

- Ensuring that the School's facilities are kept clean and tidy and always have the highest quality of appearance.
- Ensure that arrangements are in place for contract cleaning when required e.g. for windows.
- Ensuring inspections to identify unsightliness or damage within the facilities are undertaken and reported.
- Ensuring an efficient laundry service is provided for pupils and other school needs.
- Sourcing all furniture and soft furnishings for the premises.
- Ensuring that furniture and furnishings are smart and clean and fit for purpose.
- Managing the provision of fixed and loose furniture and soft furnishings in new and refurbished buildings.
- Ensure that facilities are prepared for lettings and events as required by the School such as meetings, Open Days and Speech Day.

- Having oversight of the residential properties, liaising with residents for arrivals, inspections, and departures in conjunction with the Head of Estates. Responsible for waste handling arrangements including recycling and refuse contracts, ensuring that systems are compliant with statutory arrangements and meet the school's environmental sustainability aims.
- Ensuring that arrangements are in place for pest control.
- Ensuring that both permanent and temporary school signage meets branding guidelines and provides effective directional guidance.

Caretaking and Security

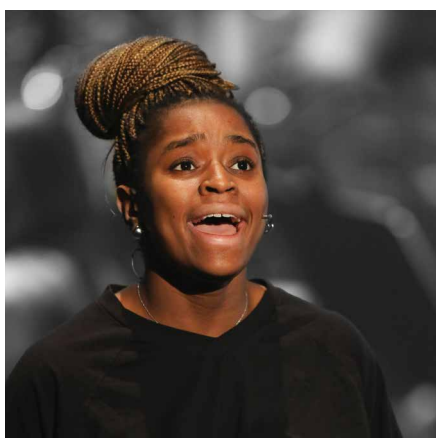
Line Manager to the Senior Caretaker and responsible for:

- Responsible for the security of the School, its staff, students, and visitors, during the working day and out of hours. Dealing with breaches of security, and liaising with the police as necessary.
- Ensuring suitable CCTV and security alarms are in place.
- Obtaining the services of an external security presence where needed.
- Responsible for energy procurement through suitable long-term contracts where appropriate. Manage site availability of oil and gas to meet school needs.

Transport

Line Manager to the Transport Officer and responsible for:

- Maintaining and developing all aspects of the transport arrangements including the School transport service.
- Ensuring that an effective booking system is in place for the use of minibuses and coaches.
- Ensuring that staff driving school minibuses have undertaken appropriate driver assessment and health assessment where necessary.
- Ensuring that all school vehicles are serviced, maintained, insured, and have MOTs where required.
- Ensuring plans are put in place to mitigate against transport disruption.



Health and Safety

- Management of health and safety within the School including undertaking the role of Health and Safety Officer.
- Ensuring that the Health & Safety policy is reviewed on at least an annual basis and updated to reflect legislative changes.
- Co-ordinating and assisting with implementing the Health & Safety policy across all areas of the School's activities including ensuring departmental and trip procedures and risk assessments comply with legislation/regulations/best practice.
- Maintaining a register of key risk assessments and on at least an annual basis, ensuring that the mitigating controls relating to all the highest risk areas are operational.
- Ensuring that health & safety training is undertaken by staff as required including manual handling, COSSH, working at heights. Liaising with the heads of high-risk departments to ensure that specific departmental training requirements are met e.g. science.
- Co-ordinating visits from the appointed Health & Safety Consultant and ensure high risk areas are audited on a periodic basis and recommendations are implemented on a timely basis.
- Ensuring the School meets its requirements for Accident recording and reporting and First Aid.
- Co-ordinating meetings of any Health & Safety Committees ensuring that minutes are taken and distributed.

Insurance, Emergency Response and Critical Incidents

- Working closely with the Bursar, ensure that suitable insurance arrangements are put in place and claims made where required (other than for pupil insurances).
- Ensuring that the operational elements of the School's Emergency Response Plan are suitable and up to date and take the site lead on Emergency Response situations.
- Ensuring that suitable Disaster Recovery Plans are in place to minimise the disruption from any critical incidents and take the site lead on site-based Disaster Recovery situations.
- Ensuring suitable plans are in place for adverse weather events such as snow and lead the responding teams.

Environmental Sustainability

- In conjunction with the Bursar, take the lead on developing and implementing the School's Environmental Sustainability Strategy.
- Chairing the Environmental Sustainability Management Committee, ensuring that representatives from across the school are involved.
- Through the committee, develop short-, medium- and longer-term plans to reduce the School's carbon footprint, working closely with the Head of Estates to incorporate building developments.
- Ensuring reporting requirements are met e.g., ESOS and SECR reporting.
- Preparing reports on progress with the environmental strategy for Governors, SLT, staff, parents, and pupils.

Financial Management

- Preparing budget requirements for all areas of responsibility.
- Ensuring that effective financial procedures are in place and followed to manage expenditure within budgets.
- Ensuring that all financial procedures are followed including tendering procedures, ensuring that value for money is obtained in all procurement exercises.

Staff Management

- Ensuring the effective recruitment, management, development, and retention of staff in all areas of responsibility.
- Ensuring the staff appraisal process is followed and that staff development and wellbeing is a priority for all teams.

Other

- Member of the Bursar's Management Team.
- Attending meetings and School events as requested by the Bursar and deputising for the Bursar on all facilities matters.
- Attending meetings of the School Governors if required.
- Undertaking any other reasonable tasks as requested by the Bursar.

Child Protection

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder is responsible for safeguarding and promoting the welfare of children and young persons with whom s/he comes into contact and must adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.



Operational Excellence

Essential

- A wide understanding of facilities management.
- Health and Safety Qualification
- Understanding of and experience in implementing Health and Safety requirements.
- Experience with Facility Management Systems
- Project management.
- Ability to work without supervision, in an organised manner with energy and enthusiasm, whilst being part of a wider team.
- Effective procurement and contract negotiating skills and experience.

- Ability to produce and interpret relevant financial information; including the preparation of effective budgets and monitoring expenditures against them.
- Fluent and accurate written and spoken English.
- Excellent ICT Skills.

Desirable

- Relevant facilities related qualification.
- Full, clean UK driving licence.
- Prior schools experience or equivalent.

Personal Behaviours

Essential

- Excellent problem solver.
- Experienced at communicating complex issues and options to a non-technical audience.
- Collegiate and collaborative.
- Calm under pressure; fair and unflappable.
- Excellent time and deadline management.
- The ability to place decision-making within the wider context of whole-school needs.

Ethos and Whole School Values

Essential

- Committed to operating as part of the School community.
- Committed to the Sacred Heart Values.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
- Flexible in adapting working routine to the needs of a busy boarding school.

Safeguarding and Pastoral:

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

Leadership and Management:

- Prior experience in leading teams.
- The ability to lead and manage people to work towards a common goal.
- Able to provide focus and direction.
- Ability to coach and mentor direct reports.
- The ability to show an interest in the welfare, happiness and professional development of those under your leadership.

Start date: As soon as possible

Salary: Competitive dependent on experience.

Hours: 40 hours per week with the need to be flexible.

This role may require the post-holder to live in school provided accommodation to meet the requirement to respond to out of hours emergencies.

Holiday: The holiday entitlement is 5 weeks per year plus public holidays. It is expected that holiday will normally be taken in school holidays.

Pension: You will be auto enrolled into the School's pension scheme, which includes life assurance.

Lunch: A free meal is available in the dining room each working day when the kitchens are open, when on duty.

Parking: There is free parking on site.

Gym and Pool: There are staff sessions for use of these facilities.

Fees: School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.





How to apply

WOLDINGHAM SCHOOL IS RECRUITING A NEW HEAD OF FACILITIES AND OPERATIONS

The closing date for applications is 9.00am on **12 December 2022**.

1st interviews to be held on Thursday 15 December 2022,
with second interviews being held on Monday 19
December 2022.

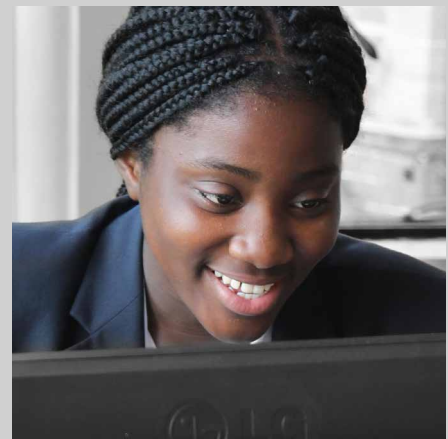
To apply please submit your completed application form to hr@woldinghamschool.co.uk with a supporting letter.

PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and new leadership programmes that have been established since September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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