

# HEAD OF FACILITIES & ESTATES

REQUIRED FOR AUGUST 2025

CANDIDATE PACK



James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

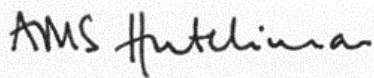
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



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## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Jo Power; PA to the Director of Operations ([jo.power@jags.org.uk](mailto:jo.power@jags.org.uk)) if you would like to arrange this.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Pension scheme with 10% employer contributions
  - Free onsite parking
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# HEAD OF FACILITIES & ESTATES

## THE ROLE

<b>JOB TITLE:</b>	Head of Facilities & Estates
<b>TERMS &amp; CONDITIONS:</b>	Full Time, 35 hours per week 8am to 4pm (with 1-hour unpaid lunch break)
<b>SALARY:</b>	Full Time Equivalent Salary – £55,000 – £60,000
<b>RESPONSIBLE FOR:</b>	Head of Security, Facilities Coordinator, School Keeper Manager, Maintenance Manager

### Overview

This role provides support and assistance to the Director of Operations to ensure the smooth running of facilities and estates across the site (including the JAGS Sports Club).

The post holder will work closely with the operational managers at the School to deliver and improve upon a positive health, safety and sustainability culture that also focuses on excellent customer service for our pupils, parents and staff. With excellent interpersonal skills and an enabling attitude, you will deliver services, manage projects, and lead multi-disciplinary teams. An innovative and inspirational leader with excellent advocacy, negotiation and presentation skills, you can manage change and improve performance.

This role has responsibility for a significant budget as well as for ensuring the school remains compliant with all statutory requirements, including HSE and the Independent Schools Inspectorate regulations.

### Main responsibilities

#### Facilities & Estates

- Working with the Director of Operations, design and deliver the School's Estates Strategy, to ensure that pupils and staff have the best possible facilities and accommodation
- Working with the Director of Operations, plan and deliver the School's capital investment plan
- Manage major building and improvement projects within the capital investment plan
- Plan and deliver the School's rolling maintenance programme ensuring impact is minimalised for holiday lets, schools and events.
- Manage all facilities & estates service and maintenance contracts, including the cleaning contract.
- Ensure all statutory, mandatory, preventative and reactive maintenance is being carried out across the School Estate within relevant timeframes and using competent staff and sub-contractors
- Develop and maintain effective working relations with internal service users, external providers, and contractors
- Oversee the work of contractors to ensure that work is undertaken to specification and timescale
- Provide the Director of Operations with a monthly performance report for all areas under their responsibility including evidence of contractor performance

- Manage the School's CAFM System

### Management and Staffing Responsibilities

- Oversee the effective management of all Facilities Management staff, embedding good line management practices and positive culture across the department focused on:
  - Provide open, honest, fair and consistent leadership
  - Promote a culture of positivity and respect
  - Handle conflict and dealing with people related issues in a proactive and timely way
  - Provide knowledge, clarity and guidance to team members
  - Support team members' wellbeing, and sustaining positive working relationships
  - Support staff development
- Line manage the Facilities Coordinator, Head of Security, Maintenance Manager and School Keeper Manager
- Recruit staff in consultation with the Director of Operations
- Ensure all staff are trained as needed by Health and Safety regulations in areas such as legionella, asbestos, working at height, PUWER, confined spaces, machine use, hand tools, workshop equipment and vehicle use
- Strive to continually improve working practices and ensure employees are motivated and appropriately trained
- Participate in relevant professional development activities
- Ensure targeted, role-based training takes place and a clear training matrix is in place

### Health, Safety and Security

- Through management of the Head of Security,
- Organise appropriate levels of security for the protection of all School users and assets and ensure each building on the estate has a security risk assessment carried out
- Manage the intruder alarms, card access entry systems and general security of the estate
- Manage and liaise with the overnight security contractor to ensure sufficient and effective security cover
- Work effectively with the Director of Operations to ensure compliance across the School site
- Ensure health and safety compliance in all areas of responsibility
- Improve health and safety systems for Facilities Department staff so they are exemplars of good practice
- Ensure a Permit to Work system is in place and staff are trained in issuing and operating under permits
- Ensure all sub-contractors are suitably inducted to work on School premises and have undergone suitable pre-qualification before they are used on School premises. (i.e. insurance records, waste carrier's licence, health and safety policies, COSHH records, training records etc)
- Ensure department risk assessments are devised and available for audit including a dynamic risk assessment process for the trade team
- Ensure there are up to date site plans and schematics available for all buildings

### Legal and Regulatory

- Hold any statutory role as needed by the School e.g. Asbestos Manager, Legionella Responsible Person, Fire Safety Manager and/or Designated Premises Supervisor
- Hold any permit to work authorisations as needed by the School i.e. confined spaces, Working at Height, Hot Works etc
- Ensure compliance with all regulatory and statutory guidance including, but not limited to: Independent Schools Inspectorate; Fire; Licencing; Employment; Environmental Health; Safeguarding; and Data Protection as these relate to the areas of responsibility

## Budgetary Responsibilities

- Ensure compliance with the School's financial regulations and tendering procedures to ensure value for money
- Produce and submit budget bids for all areas of responsibility and manage allocated budgets
- Contribute to budget planning for capital projects
- Ensure there is a delegation of authority matrix in place for the department

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## PERSON SPECIFICATION

### Operational Excellence

- Educated to degree level or professional qualification relevant to the management of support services in a complex organisation.
- Good knowledge of building systems / construction methods
- Experience of managing refurbishment works, consultants and contractors
- Good knowledge of H&S procedures; NEBOSH National General Certificate
- Experience in dealing with third party suppliers, trade and contractors
- Understanding of the unique environment of a school or educational establishment
- Experience of the effective management of a significant budget
- Exceptional levels of planning and organisation
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

### Leadership

- The ability to lead and manage a team to work towards a common goal
- The ability to communicate enthusiasm and vision to the staff and pupils
- An individual who strives for the highest standards at all times
- A measured and confident decision maker who is calm and positive whilst under pressure
- The ability to blend firmness, patience and empathy when dealing with difficult situations
- Ability to identify problems and bring positive solutions

### Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### Safeguarding and Pastoral

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



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## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Justine Addison; Director of Operations via her PA, Jo Power ([jo.power@jags.org.uk](mailto:jo.power@jags.org.uk)) will be happy to answer any questions.

Please visit our website [www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/) to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or call the recruitment team on 020 8693 1181.

**Closing Date** : Midday on Monday 2 June 2025

**Interview Dates** : Week commencing Monday 9 June 2025

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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Ages 4-18

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