



KNIGHTSBRIDGE
SCHOOL

Applicant Information Pack

Facilities Manager



welcome

to Knightsbridge School!

Knightsbridge School currently educates 400 boys and girls from ages 3 – 16. The school, which is set in the heart of London, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff.

Magoo Giles

Founder & Principal

Magoo was previously Head of Knightsbridge School from 2006-2015 and Head of Garden House Boys' School from 2000 – 2006. He was educated at Eton College before being commissioned in the Coldstream Guards. During his military career Magoo served in the UK, Belize, Spain, Cyprus and Germany and was latterly Adjutant of the battalion in Bosnia looking after the 1,100 men and women in theatre. He was Aide de Camp to Lieutenant General the Hon Sir William Rous for two years and Coldstream Equerry to Her Majesty Queen Elizabeth II for two years. Magoo is a keen sportsman and sports fan and lists other interests as “children, travel, public speaking/entertaining, writing children's stories and his family”. Magoo is the founder of Knightsbridge School and created the KS Code.



[Watch Video](#)



Shona Colaço

Head

Shona has been working in education for over 20 years. She began her career teaching English as a Foreign Language, both in this country and abroad. After a period working in Environmental Management, she trained at the University of Oxford (Mansfield College) and returned to teaching Science to GCSE and Biology at 'A' Level, initially in large, maintained secondary schools before moving to the independent sector where she was lucky enough to set up a Science department from scratch. Shona has been a Head of Science, Director of Studies and Deputy Head before accepting the Headship of KS, which is described by her as a: 'unique, warm and caring school where happy staff and happy children achieve amazing things.' She has an MA with distinction in Educational Leadership and is trained as an ISI School Inspector.

[Watch Video](#)



Purpose

- To deliver, maintain, communicate and provide training for Health and Safety and Facilities matters across all of the Knightsbridge Schools sites.
- To be proactive in ensuring that Health and Safety and Facilities compliance meets the expectations of regulatory bodies and Governors. Producing reports, initiating action plans and amending Policy and Procedures.
- To act as the liaison for staff, children, parents and external parties in relation to all Health and Safety and Facilities matters.
- Line manager to the Caretaker. Ensuring that Safety, general maintenance, cleanliness and security of the School property and premises are provisioned at all times

Policy and Procedures



Responsibilities

- To comply with the industry standards and safety regulations of working and update Procedures and Policy when required.
- To understand the expectations of ISA in regards to inspection requirements, creating Procedures and amending Policy to suit.
- To ensure that Health and Safety Procedures and Policy are in line with regulation changes outlined by the DFE and ISA with amendments made where required.
- Creation of robust Health and Safety Procedures specific to the safe operation of Knightsbridge School. Ensuring that they are compliant with Policy, delivered effectively and followed by all staff with training provided as required.
- Liaising with the Bursar on Policy and procedure changes.
- Communication of amendments to Health and Safety Procedure and Policies to all staff.
- To manage, maintain and adjust daily, weekly, monthly and annual Health and Safety inspection schedules.

Policy and Procedures

Responsibilities

- To ensure that Allergy reports are maintained and communicated to the relevant staff members.
- To act as a senior Fire Warden for the school with responsibility for Fire Risk Assessment Procedures for each building, ensuring that drills are conducted and reviewed. Ensuring that procedures are created, followed and amended where necessary and that all responsible persons are appropriately trained. Overseeing and arranging Fire Safety checks and Assessments.
- Responsibility for the management of the Health and Safety shared Google Drive to ensure that documents are securely stored, shared as required and accessible on request.
- Responsibility for ensuring that all Health and Safety information and signage is appropriate, up to date and refreshed where required.
- To conduct, review and manage the production of Risk Assessments through the School ensuring that they are compliant and that issues are resolved and actions recorded.
- To attend SMT and staff meetings in order to communicate, record and action Health and Safety issues.
- Responsibility for the maintenance and monitoring of accident records, ensuring that preventative measures are put in place as required. Production of termly reports.
- To ensure RIDDOR is understood and acted upon when necessary.
- Management of attendance of the start and end of day traffic duties, ensuring compliance with the conditions outlined by RBKC Council.
- To contribute to the Critical Incident plan on all Facilities and Health and Safety related matters.

Training



Responsibilities

- To conduct Health and Safety induction with all new staff.
- To deliver Health and Safety training and briefings to staff as required
- To ensure that First Aid training for all staff is up to date and displayed appropriately throughout the School.
- To arrange external training provision for all staff as required.
- In relation to Health and Safety, ensure that all staff are adequately trained for items specific to their role.

Management of External providers

Responsibilities

- To maintain and manage relationships with external contractors.
- Management of the cleaning contractor including daily review and provision of feedback, ensuring that they are compliant with HSE, COSHH and Safeguarding Policies.
- Oversight of Laundry provision.
- Responsibility for ensuring that all external contractors meet and follow the Safeguarding and Health and Safety Policies and are able to provide the correct certification and Risk Assessments.
- To ensure that Contractors follow sign in procedures, lone working guidelines and are in compliance with the Schools safeguarding Policy.
- To maintain relationships with External facilities providers, RBKC Council and residents in matters related to Facilities and Health and Safety.
- To ensure that the Health and Safety of external facilities is in line with the expectations of the School and requirements of HSE through the production of annual reviews.
- To work in collaboration with the Chef to maintain compliance with Allergy Policies including the School's Nut Free Policy

Facilities



Responsibilities

- Repairs and Maintenance budget holder with management of any facilities related accounts, payment cards, ordering processes and any associated records.
- Engagement and support of the auditing purposes. Line Manager to the Caretaker
- To support the Caretaker in aspects of the role requiring multiple persons. This includes but is not limited to portage, lunch setup/ clearing away, emergency cleaning and event preparation.
- Management of the Premises shared Google Drive to ensure that documents are securely stored, shared as required and accessible on request.
- Annual review of maintenance contracts to ensure cost efficiency and continued good service.
- Annual review and management of a premises refurbishment programme..

Facilities

Responsibilities

- Management of the Premises issue reporting system with robust control of tasks and their completion.
- Effectively manage schedules and additional hours required for school events including but not limited to open evenings, parent evenings, clubs & events working additional hours as required.
- Management of daily School facility inspections and external areas are kept free of hazards, including litter and animal faeces. Maintaining a clean and tidy environment throughout the school site. To keep access points and entrances clear of obstructions including snow and ice to enable safe passage.
- To ensure that the Interior and Exterior of the Premises are in sound condition and agree repairs with the Bursar as necessary.
- Management of daily inspections of external facilities to ensure that they are maintained as per agreements, are suitable for teaching and are within requirements of the Health and Safety Policy policies
- Completion of external facilities handover during School holidays with resumption of responsibility meetings undertaken prior to the childrens return.
- Management of classroom moves including provision of furniture and consultation with IT departments, SMT and teachers.
- To undertake General repairs and maintenance throughout the whole school site including plumbing, carpentry/joinery, plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment.
- Responsibility for all Hard and Soft Facilities services including but not limited to Asbestos, Water Hygiene, Electrical, Gas, Heating and Waste compliance including the scheduling of trades and maintenance of the records required for statutory inspection.

Facilities



Responsibilities

- To manage the scheduling of External contractors conducting repeated compliance checks and to action any next steps identified.
- To ensure that Security and Access control systems are fully operational and regularly maintained.
- To assist the Bursar with Project Management including liaising with Architects, Consultants and service managers, ensuring that projects are compliant with statutory regulations, suitable for purpose, on budget and delivered on time.
- Organisation and supervision of holiday work schedules, ensuring collaboration with the relevant teams and external facility providers.
- To assist the Bursar in the production of the Capital investment programme.
- To assist the Bursar in the tender process for new Facilities contracts.
- To assist the Bursar in the management of Energy and Utility contracts.
- To assist the Bursar in the review of the Schools environmental impact.
- To manage or where necessary, carry out emergency cleaning in critical areas as they arise, and in particular where they present a risk to health.

Security

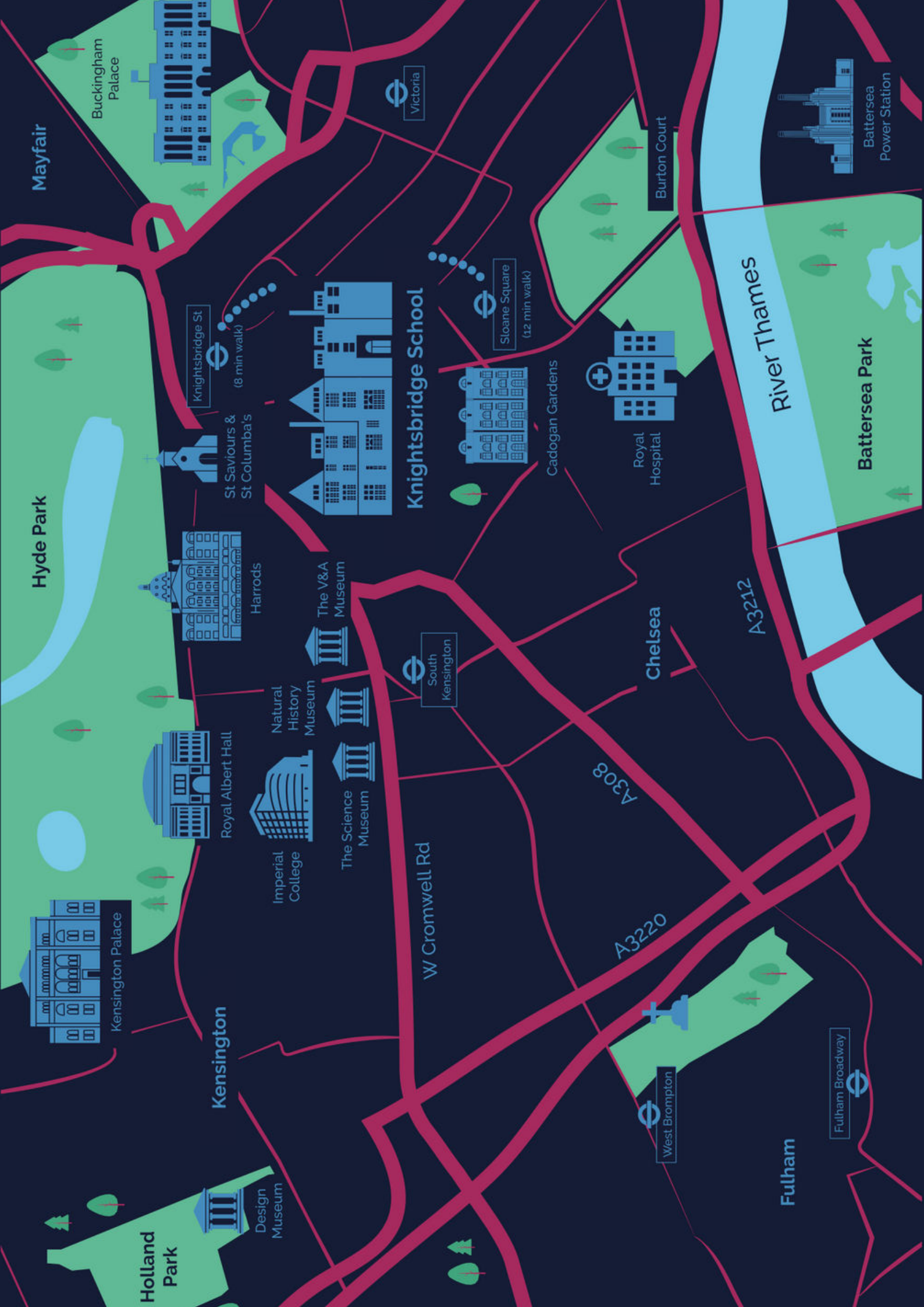
Responsibilities

- To act as a key holder for the whole school site
- To manage all aspects of site access including provision and retrieval/removal of keys and fingerprint access and control of restricted hours of access.
- Manage the day to day security of the school including site opening and closing during normal school hours and as required, out of hours, during school holidays and when events/maintenance/lettings take place.
- Management of external security providers, maintenance and service contracts.
- To conduct Hard and Soft Lockdown drills, gathering feedback, recording any missing equipment, security vulnerabilities or other next steps required. Forming and completing an action plan.
- To support the Senior Leadership Team in the event of an emergency alarm during the school day and be prepared to take the lead in the event of a Critical Incident.
- Manage testing and maintenance of security systems, intruder alarm, fire alarm and emergency lighting
- Assist in the monitoring of goods inwards and deliver to departments
- Dealing with site issues and problems as they arise and address security issues in order to maintain and improve safety.
- Assist the Bursar with management of school lettings, includes consideration and approval of applications, meeting and briefing hirers, conducting risk assessment and reviewing hirers emergency procedures, setting up rooms in accordance with hirer's specific requirements and returning those rooms to their regular usage.
- Any other duty or responsibility relevant to the role and appropriate to the grade of the appointment.

Essential Skills & Abilities

- Ability to review and amend Policy in line with regulatory compliance
- Ability to create, manage and adapt robust Health and Safety procedures.
- Budget Management
- Production of documentation to evidence Knightsbridge Schools compliance with Health and Safety and Facilities regulations
- Project Management
- Ability to build a good rapport and to communicate effectively with school staff, students, parents, residents and external contractors.
- Strong knowledge of Google Suite or transferable skills and a willingness to undertake training in order to manage and create digital records.
- Strong leadership, communication and negotiation skills
- Well organised with excellent attention to detail.
- A proactive 'can do' attitude to all tasks
- Reliable and trustworthy with excellent time keeping.
- Confident in checking, verifying, managing and communicating information.
- Able to prioritise your team's workload to achieve deadlines.
- Ability to accept guidance and direction from other staff.
- Experience of, or empathy with, working in a multicultural environment.
- Commitment to Safeguarding, and the well-being and safety of students.
- Willingness to participate in further training and development opportunities to further knowledge and skill.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features may vary from year to year.



Mayfair

Buckingham Palace

Hyde Park

Victoria

Knightsbridge St
(8 min walk)

St Saviours &
St Columba's

Harrods

Royal Albert Hall

Natural History Museum

Imperial College

The Science Museum

The V&A Museum

Knightsbridge School

Sloane Square
(12 min walk)

Cadogan Gardens

Royal Hospital

Burton Court

South Kensington

W Cromwell Rd

Chelsea

A308

A3220

River Thames

A3212

Battersea Park

Battersea Power Station

Kensington

Holland Park

Design Museum

Kensington Palace

West Brompton

Fulham

Fulham Broadway