



Facilities Administrator  
from June 2022

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# The Department

The Facilities department is a busy and friendly department, providing an essential service to the rest of the school. Our staff all take pride in their work and are expected to work to a high and standard, maintaining the cleanliness of the school.

## Job Description

### Key Duties and Responsibilities:

**Line Manager:** Facilities Manager

**Role Overview:** The Facilities Administrator will fill a wide-ranging remit of finance and admin tasks. The role will interface with both academic and bursarial staff, at all levels, and liaises with both external organisations and companies daily. The post holder will involve contact with pupils.

### Key Duties and Responsibilities:

#### General

- Promote and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Deputise in the absence of the Facilities Manager and be responsible for the management of the school's facilities staff, matrons, porters and cleaners.
- Assist the Facilities Manager in managing and operating systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands.
- Ensure that all statutory elements of health and safety are implemented.
- Be aware of and adhere to applicable school rules, regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection).
- Be responsible for your own continuing self-development, undertaking training as appropriate

#### Finance

- Oversee and advise the Facilities Manager on the financial position of the Facilities budget codes compared with budgets. Maintain excel spreadsheets, record authorised invoices and reconcile with monthly statements received from Head of Finance. Liaise with Head of Finance regarding year end forecasts.
- Keep Facilities 10-year plan updated on a regular basis and present to the Bursar and Assistant Bursar on an annual basis.
- Maintain Dauntsey's School Enterprises Limited financial records throughout the year. Issue invoices for sports lets after receiving the information from the Sports Department. Issue invoices for hiring of School premises for external functions. Ensure all debts are received – chase where required. Prepare banking of cash receipts. Liaise with Head of Finance regarding year end procedures/reconciliation of accounts.
- Balance invoices paid for by credit card against monthly statement
- Arrange for delivery of poppies and collection tins ensuring that they are distributed throughout the school. Arrange for everything to be collected.
- Keep a petty cash tin and ensure records are maintained.

- Arrange newspaper deliveries and keep a record of invoices

### **Furnishing**

- Assist the Facilities Manager in maintaining an inventory of all furniture across the school.
- Keep stock records of all equipment and tools within the Facilities' sphere of responsibility
- Source and purchase furniture and soft furnishings for offices and boarding houses in liaison with the House Masters/Mistresses and Heads of Departments within budgetary limits.

### **Vehicles**

- Arrange coach travel for pupil's trips and distribute trip mobiles to staff, when required, and liaise with both the bus operators to get the best price for the task.
- Keep the travel board up to date in the office with minibus and car movements. Arrange drivers, where applicable, and keep a record of all driver's driving licences.
- Oversee the booking of MOTs and repairs to Dauntsey's vehicles. Purchasing the vehicle tax. Ensure that the minibuses each have a Permit 19.
- Buy Congestion and Emissions tax when required.
- Hire trailers as and when required.

### **Admin**

- Update the tasks board constantly to enable the Facilities team to carry out all tasks.
- Book and manage room bookings on an online booking system ensuring that the room is set up correctly for the event.
- Support monthly information gathering for authorised contractual changes and authorised overtime arrangements
- At the beginning of the academic year source and order uniform for Facilities, Maintenance, Grounds and Catering. Also top up throughout the year.
- Maintain diary of external functions. Responsible for sending out booking forms.
- Ensure that the termly house fire drills have been carried out and recorded so that the Assistant Bursar can sign off.
- Maintain and update the fire drill record of Facilities staff.
- Order flowers when required.
- Update termly Matron's rotas and distribute them.
- Take minutes at Matron's meetings and distribute
- Attend meetings for residential lets and invoice accordingly.
- Send out Exeat and holidays memos showing leave for Facilities Department.
- Maintain filing system
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

## Safeguarding Responsibilities

- As this post is in a school the successful person will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies> . Please read this information as part of your application to the role.

The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A level or above</li> <li>• Relevant professional qualifications</li> <li>• D1 licence</li> <li>• First Aid at Work</li> </ul>	View certificates  Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administration of financial budgeting</li> <li>• Staff and contractor management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities management in a school environment</li> <li>• Project Management and planning skills</li> </ul>	Application form Interview Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Works well in a team environment but also uses own initiative</li> <li>• Excellent interpersonal skills</li> <li>• Ability to prioritise and work to deadlines</li> <li>• Strong time management</li> <li>• Proficient in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Change management, ability to drive change</li> </ul>	Application form  Interview  Professional references

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Knowledge of health and safety</li> <li>• Understanding of child protection issues</li> </ul>		Application form Interview Professional references
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Honest, reliable and well presented</li> <li>• Professional, approachable attitude</li> <li>• Self motivated with a positive approach to work</li> <li>• Flexible to meet the needs of the school</li> </ul>		Application form Interview Professional references

## Terms and conditions

### Hours of work

You are required to work Monday to Friday from 0830 to 1700 with a one-hour unpaid lunch break. You will be required to work during much of the summer holidays to support the school's external lets. You are also required to cover two Open Mornings a year and the Celebration of Dauntsey's day for which time off in lieu will be given.

### Holiday

You are entitled to 6 weeks annual leave each academic year, which does not include bank holidays.

### Salary

The salary is £29,000 per annum.

### Application Process

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of **9am on Friday 27<sup>th</sup> May** and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

All future correspondence will be by email. Please add dauntseys.wilts.sch.uk and dauntseys.org to your safe sender list to avoid emails going through to your junk email so that you are aware should you be invited to interview.

Thank you for your interest in the position.