

Hutchesons' Grammar School



Appointment of Head of Premises and Projects

The Aims of the School

Hutchesons' Grammar School aims to provide boys and girls with a broad Scottish education, with the emphasis on academic excellence.

Founded in 1641, Hutchesons' is a famous school which has always been at the forefront of teaching and learning in Scotland. Nowadays, it is a large and dynamic school of great vitality and diversity, where around 1250 pupils from primary one right through to sixth year follow a broad curriculum, blending the traditional and the modern. Excellent teachers are one of Hutchesons' greatest strengths, along with the resources, training and support they need to do their job to the highest possible standards.

Hutchesons' pupils excel in a wide variety of sports both nationally and internationally, and the quality of performance in music, drama and the arts is equally high. All pupils can follow a structured programme in and out of the classroom which broadens their outlook and helps them develop their interests and enthusiasms. There are many opportunities for involvement in clubs and societies, community work and charity fund-raising, visits and tours both within the UK and abroad, and for the Duke of Edinburgh award scheme.

As individuals, Hutchesons' pupils are encouraged to develop confidence, self-discipline, integrity, courtesy and consideration for others. They are part of a large community of learners, where every individual is important. They learn to be thoughtful, articulate and well-read and to have a clear idea about how they want to live their lives beyond school and university.

Scots have always valued education very highly, and for over three centuries Hutchesons' has sent young men and women out into the world secure in the knowledge that they are part of that tradition.

MAIN DUTIES and RESPONSIBILITIES

General

Reporting to the Bursar, the successful candidate will be responsible for ensuring that the School sites at Beaton Road, Kingarth Street, Auldhouse and Hutchesons' @ Pollok Park (H@PP) are maintained and serviced to the highest standards.

Strategic and Capital Projects

- To have strategic and operational responsibility for the development and implementation of the school's premises and facility requirements.
- Liaise with advisers and statutory/regulatory agencies to progress capital project initiatives.
- To manage all capital works through robust project management, ensuring they are delivered on-time and within budget.
- To attend relevant School, Committee or Board meetings where required, ensuring all papers and information are prepared and distributed timeously.

Repairs and Maintenance

- Overall responsibility for scheduling, managing, and monitoring all repairs and maintenance works across all school sites.
- Keep all key stakeholders fully informed on repairs and maintenance programs.
- To co-ordinate the appointment of consultants and contractors, ensuring their compliance with contract standards and health and safety requirements.
- Ensure contracts are delivered to a high standard, on time and within budget.
- Ensure the school complies with all building and health and safety legislation, including the maintenance of appropriate records.
- Implement changes and recommendations made by external health and safety consultants.

Janitorial

- Oversee the janitorial requirements of the school to ensure they are being well coordinated and managed within budget.
- Liaise with the relevant school management to ensure the work of the janitorial team is being carried out timeously and to the required standards.
- Manage relationship with external cleaning contractor, to ensure work is being carried out to the required standard and within the terms of the contract.

Budget Management and Cost Control

- Management of annual property budget.
- Liaise with Finance Manager on annual property budget-setting and monthly reporting of actuals against budget.
- Ensure 'value for money' is achieved across all areas of premises expenditure.
- Maintain budgetary control of expenditure and assess/implement the most cost-efficient methods of working.

People Management

- Direct line management of premises and grounds teams.
- Continually assess, implement and record, development and training requirements for all team members.

NB The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.

Person Specification

- Recognised degree and/or professional building services related qualification.
- Experience of strategic and operational management of premises.
- A good understanding of facilities legislation, in particular the Health and Safety at Work Act and its implications for premises management.
- Excellent interpersonal skills, collaborative working style with strong organisational skills.
- Experience of leading a team and dealing with staff, pupils and visitors.
- Proficiency in MS office.
- Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met.
- Effective judgement and analytical skills.
- Ability to work to tight deadlines, remain calm under pressure and meet agreed targets.
- Drive, commitment and enthusiasm.
- Understanding of financial management and budgetary control strategies.
- Ability to work on own initiative and to be proactive.
- Commitment to continuing professional development.
- Willingness to work flexibly, as and when required.
- A full, clean UK driving licence.

Hours of work: 8.30 am-4.30 pm, Monday-Friday although extra hours will be required as and when necessary depending on workload.