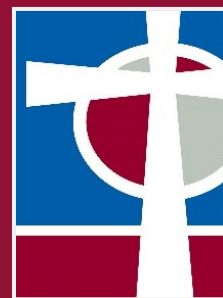


St Gregory's

CATHOLIC SCHOOL



School Facilities Manager

APPLICATION PACK

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'Academies in Christ'
Part of the Archdiocese of Southwark



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Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our secondary school, which forms part of the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Phil Byrne
Headteacher
St Gregory's Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents

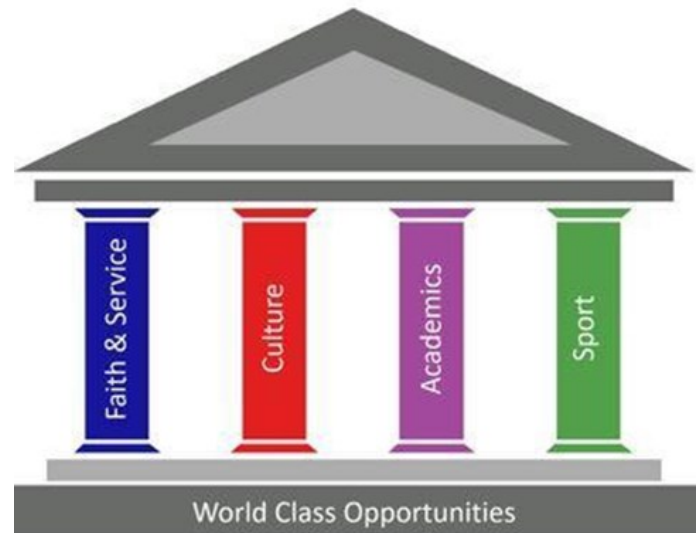
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

Purpose:

St Gregory's Catholic School is seeking to appoint a School Facilities manager to oversee its estate.

This is a critical role for the school, to make the learning environment the best it can be as budgets allow.

St Gregory's (Tunbridge Wells) is part of the Kent Catholic Schools' Partnership (KCSP), a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent. It is currently comprised of 26 academies (5 secondary and 21 primary)

The school is located in Tunbridge Wells close to all amenities and transport links whilst being adjacent to the green belt.

The school has 4 main buildings built between the 1960s and this decade.

The school has benefitted from an extensive program of investment in recent years including

- A new building incorporating 8 classrooms and a sport hall at cost of £6m opened in 2021.
- A first class 3G pitch facility
- All science laboratories refurbished in 2022
- Upgrade of Fire detection and emergency lighting systems

The successful candidate will work with the School Business Manager, supported by a team of four site operatives to plan and execute a management plan for the buildings, grounds and property.

Working Hours:

This role is for 37 hours per week, and is a year-round position. There may be a requirement for occasional flexible working, including evenings and weekends, but this is rare and can be planned in advance. The core hours are expected to be 8am - 4pm daily.

Salary And Benefits:

The salary will be competitive, reflective of the level of responsibility, but also the chosen candidate's experience. The salary bracket is KR9 £32,485 to £36,693.

Other notable benefits include:

- 20%+ Employer pension contributions.
- Opportunities for promotion and advancement within KCSP.
- Free onsite gymnasium

Free training qualifications:

We believe in a culture of training and self-improvement with training fully funded by the school.

Holidays:

A holiday entitlement of 29 days per year, plus bank holidays.

Job description

Job Title:	School Facilities Manager
Salary Grade:	KR9 £32,485 - £36,693
Hours:	37 hours full time (all year round)
Line Manager:	School Business Manager

MANAGEMENT ROLE	<ul style="list-style-type: none"> • Ensuring that the grounds and appearance of the school site are maintained to the highest standards, taking responsibility for all aspects of the management of the site. • Producing, in conjunction with the School Business Manager (SBM), a plan to manage and improve the school's buildings and grounds. • Ensuring that the academy is compliant at all times with all relevant legislation, regulation (e.g., H&S and safeguarding) and statutory testing. • Maintain a list of approved contractors and manage them when on site. • Overseeing and performing all maintenance and repairs to the estate grounds and buildings. • In conjunction with the School Business Manager and external consultants, compiling major works proposals to include job specifications, quotes, full costings, and timelines • Project managing renovations and estate developments. • Line management of maintenance/site team. • Management of ground maintenance contractor • Manage the security of the buildings and grounds. • Coordinate events and functions, ensuring the estate is prepared and ready for them. • Proactively seek to solve problems and maximising the financial efficiency of the estate. • Ensure the estate is safe and conforms to regulatory, including providing H&S advice as required and maintaining compliance records to satisfy external inspections. • Act as the first point of contact for emergencies or issues with the estate. • Delivering the school's Health & Safety Policy, reporting to the School Business Manager on property health and safety matters. • Ensuring that systems are in place to enable the identification of hazards and risks, and to undertake risk assessments as required. • Acting as the School's Fire Officer with responsibility for the School's Fire Policy, Fire Risk Assessment, arranging regular servicing of fire detection equipment and extinguishers, weekly testing of fire alarm systems, and the organising of regular fire practices in consultation with the Headteacher, ensuring accurate records are kept of such checks. • Organising routine servicing of fixed plant, to include boilers, catering equipment, play-ground & PE equipment, etc. • Organising and managing a maintenance help desk system and keeping an accurate record of all work undertaken. • Organising and undertaking regular Fixed Electrical and Portable Appliance Testing via contractor. • Organising and partnering with contractors such a cleaning, ground maintenance, catering and ICT. • Liaising with the Tree Surgeon for annual tree inspections and to assist in the planning of routine tree maintenance. • Maintaining the Asbestos Register and keeping the school's Asbestos Management Plan up to date. • Supporting the activities of the lettings team who hire out school buildings and sports facilities. • Attending internal and external school meetings and whole-school training as required. • Working with schools across KCSP group to share best practice. • Actively seeking opportunities to improve the cost-efficiency of the school.
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Job description

MANAGEMENT ROLE	<ul style="list-style-type: none"> • Drawing the attention of the School Business Manager to any repair/maintenance work that requires sub-contractor involvement or additional budgetary support. • Carrying out emergency procedures in the event of a fire, flood, break-in, accident or major damage in line with the School's Emergency Plan. • The post holder needs to pro-actively ensure that the contractors are performing to the levels of the contract specification and escalate to the ABM that is not the case. • Developing the highest standards of customer service among estates staff by collecting issues via a helpdesk; prioritizing and ensuring a timely and efficient service for repairs and replacement of equipment.
PRACTICAL DUTIES Completed alongside grounds and maintenance assistants	<ul style="list-style-type: none"> • Taking appropriate action to prevent trespass or vandalism and ensure school is secure. • Inspecting drains, gullies and guttering to ensure they are free flowing and clean. • To assist in managing traffic flow and parking during peak periods, including school events. • To assist with setting up rooms for meetings and events as required. • To assist in lifting and moving heavy items. • To undertake painting and decorating jobs as required. • Joinery – first line maintenance of fixtures and fittings, and minor repairs. • Plumbing – unblocking sinks, taps and waste pipes, dealing with leaking taps and burst pipes. • Electrical – changing plugs bulbs and PAT testing. • Carrying out frost precaution procedures and snow clearance as required. • To undertake ad hoc PAT testing and oversee annual PAT testing via contractor. • Maintaining the lawns, flower beds, hedges, playing fields and hardcourt areas to a high standard by ensuring the contractor fulfils their contract obligations. • Line marking sports pitches and car parks. • Safe use of chemicals. • Assisting colleagues on the site maintenance team with general maintenance issues • To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required. • Maintain cleanliness and general tidiness of all external areas to a high standard removing litter and leaves. • To work with regard to Health and Safety at all times wearing correct PPE when appropriate. • To take on the role of fire warden. • To use power tools and garden machinery safely. • To report any damaged equipment or any potential hazard immediately. • To comply with the requirements of Health & Safety and all relevant school policies.
EXPERIENCE AND QUALIFICATIONS	<p>Essential</p> <ul style="list-style-type: none"> • Maintenance and or buildings experience • Willingness to complete IOSH for schools H&S training • Management of small projects to budget, ideally in an estate's environment • IT literate, in particular Outlook, Word and Excel to a basic standard, with an open mind to learn and adapt to use of other forms of IT (such as using online helpdesk systems to track maintenance requests) • Leadership/management of small teams, including ability to manage staff and delegate tasks <p>Desirable</p> <ul style="list-style-type: none"> • Some or all of the following specific experience: • Basic carpentry - Painting and decorating - Plumbing and heating and drainage • Experience of working in a school environment • Experience of working with and managing contractors

Job description

ESSENTIAL QUALITIES

- A can-do attitude, willing to turn their hand to anything to get the job done and ensure the high standard of the school's estate, and a flexible approach to working hours and willingness to do whatever needs to be done for the betterment and smooth running of the school.
- Ability to manage and inspire a small team of four and to get the very best out of them by motivating; organising and training them.
- Ability to undertake a physical and manual role.
- A high standard of professionalism.
- Excellent inter-personal and communication skills, able build relationships with academic staff, support staff and be impressive when meeting with contractors.
- Common sense.
- An aptitude for domestic DIY.
- Organised and thorough, with attention to detail.
- Flexible and calm under pressure.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	D
Experience	Familiar with H&S regulations	E
	Demonstrable supervisory experience	E
	Management of contractors and property professionals (surveyors, architects)	E
	Background in building trade	D
	Prior experience of working in a school	D
	First aider	D
	Relevant trade qualification/study	D
Skills	Maintenance skillset	E
	Effective organisational skills	E
	Effective time management	E
	Good communication skills	E
	Ability to effectively prioritise	E
	Comfortable with Microsoft office applications (email; word; excel)	E
	Team management	E
	Ability to drive school minibuses	D
	Full driving licence	D
Knowledge	Fire safety	E
	H&S	E
	Building industry	E
	Safeguarding of children	E
	Ability to maintain records	E
	Grounds and Gardens	D
	Budgetary management	D
Personal Competencies	Energy, drive and determination	E
	Hands on approach	E
	Approachable and confident in dealing with a wide variety of people	E
	Tact and discretion	E
	Good communication and people management skills	E
	A firm yet flexible approach with capacity for hard work and sustained effort	E
	Enhanced DBS	E
	Ability to investigate issues and propose recommendations	E
	Flexibility in relation to task and working hours	E

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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 6 October 2023 at 12pm

Interviews to be held: w/c 9 October 2023

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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