



ST. JOSEPH'S COLLEGE

INDEPENDENT SCHOOL OF THE YEAR
TES Independent School Awards 2015/16



Estates Bursar

Information for Prospective
Members of Staff



Appointment of an Estates Bursar

The College is seeking to appoint an Estates Bursar for September 2017. The post is a new role and will be a full time post. Please find below the job description and details of the application process.

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Message from the Headmaster, Andrew Colpus

Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. The recent development of the College has led it to receive a number of national awards over the last couple of years including the TES Independent School of the Year award 2015/16.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence and communication through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Andrew Colpus
Headmaster



Job Description

Reporting to: Bursar

Purpose of the Job:

The Estates Bursar's overall responsibility is to provide effective and efficient management of the estate and facilities of the College so as to provide staff, pupils, parents and visitors with facilities and services of the highest possible standards within budgetary constraints.

The Estates Bursar will have a high profile around the College. The duties will require liaison with members of the College management, teachers, non-teaching staff and pupils, including committee work. It will require strong inter-personal skills and the ability to interact with many different types of people.

The Estates Bursar will be a member of the College Leadership Team.

The key requirement of the Estates Bursar is:

- To be the College Health & Safety Officer, and to ensure that all areas of the College site provide a safe and secure environment for pupils, staff and visitors at all times
- To draw up and implement the College policy to comply with the requirements of Health and Safety legislation with the assistance of the College Health and Safety Adviser
- To liaise and cooperate with the College Health and Safety Consultancy to ensure best practice in Health and Safety is embedded in all that we do
- To provide advice to the Bursar, Headmaster and the Senior Leadership Team on relevant aspects of Health and Safety
- To manage the maintenance needs of the College. This will include the preparation and supervision of a Site Maintenance plan detailing routine and preventative maintenance schedules, identifying when works are required, and the keeping of records, both of works that are carried out by College staff and by outside contractors
- To liaise with and ensure that outside contractors fulfil the requirements of CDM Regulations 2015, keeping appropriate job files and records.
- To provide dynamic and effective leadership to the site team (maintenance, caretaking and grounds) with the aim of developing an efficient, integrated and flexible team with high morale, through the provision of full direction and support





Duties and Responsibilities

In terms of duties and responsibilities the Estates Bursar has an extensive list of duties as detailed below. The list is not necessarily comprehensive and the Estates Bursar may be called upon to perform other tasks as directed by the Bursar, Headmaster or anyone acting on their behalf.

- To be the line manager of the Site Team which includes caretaking, maintenance and grounds and to manage the purchase of associated equipment and resources
- To assist with the selection, employment, training, appraisal and management of all members of the site team, in liaison with the Bursar
- To be the College Fire Safety Manager. In this role the Estates Bursar works in close cooperation with the Bursar and other designated fire safety staff. A separate list of Fire Safety Manager duties follows this list of key duties
- To attend, give advice and act as secretary of the termly Health and Safety meetings
- To liaise, manage, advise and carry out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments
- To report annually that risk assessments have been reviewed
- To be a member of the Weekly Planning Meeting chaired by the Deputy Head Pastoral
- To manage the College contract catering arrangements with particular attention to the statutory requirements for hygiene and food safety
- To manage the College cleaning contract
- To review and provide advice on school security
- To be the focus for the letting of College premises to outside organisations
- To manage and monitor contractors working on the College site. This includes ensuring that all necessary Health & Safety requirements are being met by any contractor engaged by the College
- To prepare safety instructions for proposed contracts and to ensure safety when contractors are on site
- To ensure safety at major College events
- To ensure that the College complies with all regulations for the operation of minibuses including licencing, driver training and assessments, servicing and statutory vehicle inspections
- To ensure that the College swimming pool and its plant are appropriately maintained and that appropriate safety procedures are enforced, particularly for any out of school hours use
- In cooperation with Heads of Department, to manage the procurement, maintenance and safekeeping of all College resources including the recording of specialist or items of high value. To ensure appropriate mechanisms are in place for these records to be audited as and when required
- To ensure that all furniture, fixtures and fittings are maintained in a good condition and arrange repair, when necessary, in the most cost-effective manner
- To ensure telecommunication and photocopying systems meet the needs of the College and liaise with external providers
- To ensure that robust arrangements are in place to respond effectively to maintenance problems, security issues, emergencies or other callouts at all times, including School holidays, overnight and at weekends
- To oversee the administration of all keys



Fire Safety Management

As Fire Safety Manager the Estates Bursar works in close co-operation with the Bursar and other key staff in the College with fire safety responsibilities. The Fire Safety Policy will be written by the Bursar. Fire drills will be directed by the Deputy Head Pastoral and managed by appointed teaching staff within the College with fire safety responsibilities. Records of all Fire drills will be maintained by the Bursar

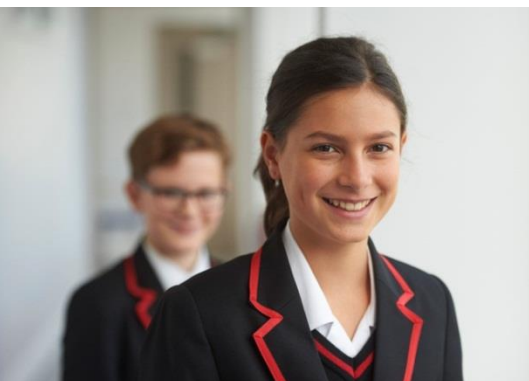
The main duties of the Estates Bursar as Fire safety include:

- Managing the College to minimise the incidence of fire eg good housekeeping and security.
- Prepare Emergency Fire Plan documentation
- Manage the checking and adequacy of firefighting equipment
- Ensure the regular maintenance of all firefighting equipment
- Ensure that escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly
- Ensure that fire detection and protection systems are maintained and tested and proper records are kept
- To consult with and implement recommendations of the local fire brigade
- Make hazard and risk assessments
- Organise regular fire safety training of all staff and particularly for key staff involved in ensuring fire safety procedures are followed
- Conduct fire safety inspections at least once a term and undertake more regular informal checks to ensure that College policy is being followed
- To ensure fire safety is a standing item in the regular Health and Safety meeting agendas
- Ensure that an Annual Fire Risk Assessment is carried out

Professional characteristics

In fulfilling the requirements of the post, the Estates Bursar should demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues, pupils, parents and visitors
- Build team commitment with colleagues
- Demonstrate analytical thinking to improve College facilities and practices
- Contribute to the College improvement/ development planning and promote the priorities of the College Development Plan
- Contribute to the development and/or implementation of College policies
- Participate in the performance development process to enhance professional practice in line with the College aspirations and priorities
- Uphold the values and mission of St Joseph's College
- Promote the wider aspirations and values of the College.





Person Specification

Category	Essential	Desirable
Education, Qualifications and Experience	Good general standard of education Proven administration experience	Previous experience of working in an educational environment (school, college)
Skills and Attributes	Accuracy and attention to detail Excellent communication skills – both written and spoken Knowledge of MS Excel & Word Excellent time management skills	
Personal Qualities	Ability to work independently and pro-actively Ability to work calmly under pressure Ability to establish good working relationships, work well in a team and follow directions from line manager Enthusiastic and able to enthuse and encourage others Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations. Ability to communicate sensitively with pupils, parents, staff Flexible Organised Reliable and punctual	Ability to generate ideas and drive initiatives Ability to defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition Forward thinking approach
Other Requirements	Fully supportive of the College's Catholic tradition Commitment to the ethos of the College Commitment to safeguarding and well-being of all pupils	Able to promote the image of the College through an articulate and confident approach



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

It has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the wellbeing of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the senior school is by formal assessment, and around 60% of applicants to the senior school are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university, to study a diverse range of subjects. Examination results are strong and improving year on year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

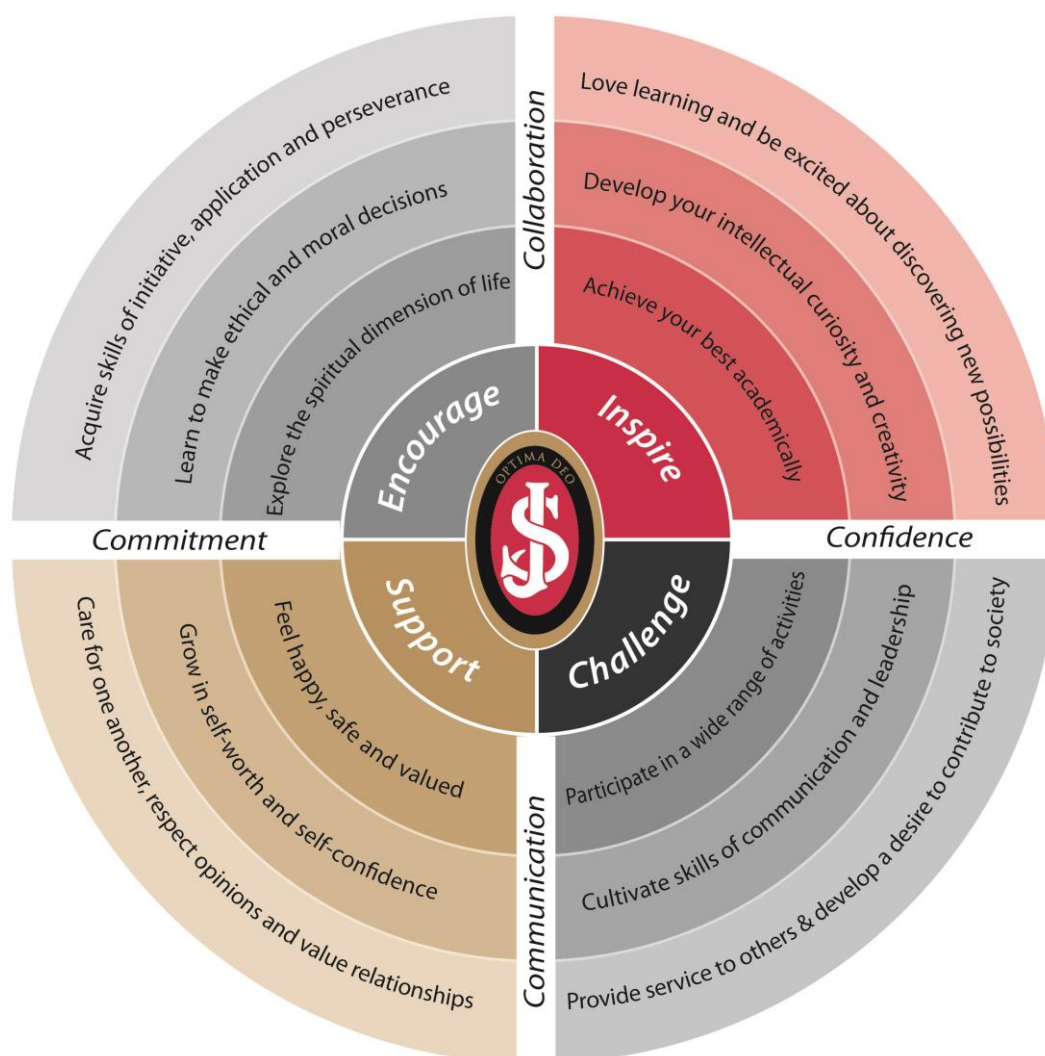
Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.





Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfil their potential in a community founded on Christian values.



We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and children and amongst the children themselves are friendly and supportive
- The senior leadership team share a clear vision for future development



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments

Non-contractual benefits

Pension

The College participates in the DfE Teachers' Pension Scheme for teaching staff and a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Death in service benefit

In addition to the pension scheme, teachers are entitled to the death in service benefit offered by the Teachers' Pension Scheme.

School fee reduction

Children of teaching staff at St Joseph's College are eligible for a staff discount on basic tuition fees, subject to passing the entrance assessment where applicable.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.





Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

Lunch is provided at no cost during term time.

Laptop

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

Use of private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme. There is strong support for new teaching staff. Newly qualified teachers can undertake their accredited NQT year through the Independent Schools Council programme and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.



Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk.
- **The closing date for applications is Noon on Friday 18 August 2017 and shortlisted candidates are likely to be invited for interview shortly after this date.**
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the Teaching Staff Application form and the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website - www.sjcr.org.uk/417/community/work-with-us





Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- If you are invited to interview for a teaching post, you will be required to teach a lesson which will be observed. You will be provided with a brief for the lesson beforehand.
- If you are invited to interview for a non-teaching post, the interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- The College requests that all candidates invited to interview also bring with them:
 1. A current driving licence including a photograph or a passport or a full birth certificate
 2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 3. Where appropriate any documentation evidencing a change of name
 4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

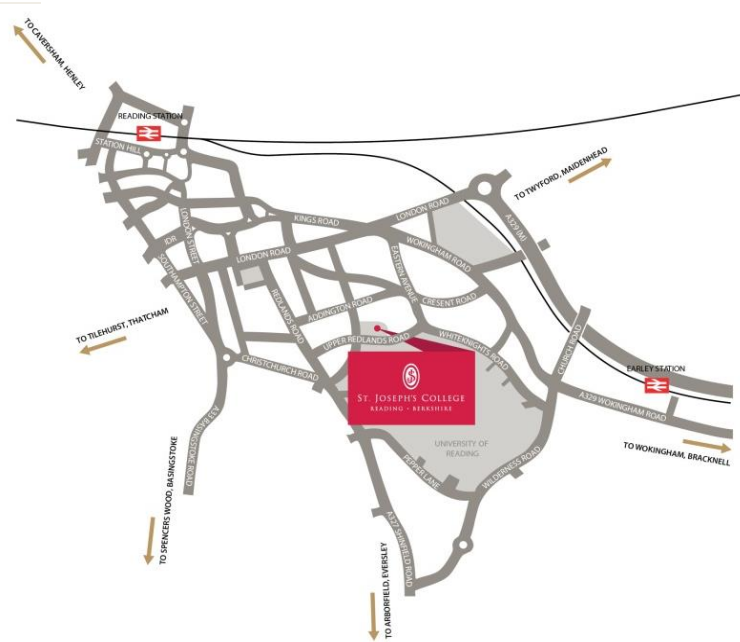
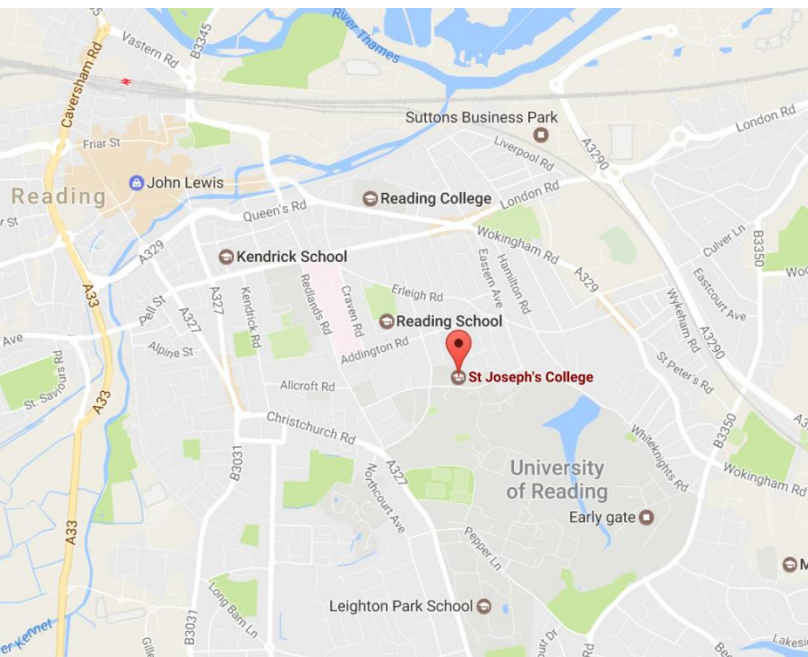
Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.





How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP



TES INDEPENDENT
SCHOOL OF THE YEAR 2015/16

OUTSTANDING PROGRESS AWARD
EDUCATION BUSINESS AWARDS 2016

OUTSTANDING LEADERSHIP TEAM
LEADERSHIP AWARDS 2016

ST JOSEPH'S COLLEGE, READING

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