



*Saint*GREGORY'S  
*Bath*




*Outstanding  
Catholic education for all*

Application pack for the post of:

## *Premises & Facilities Manager*

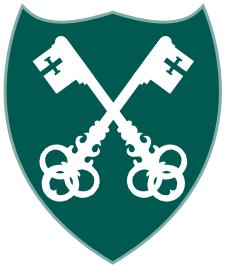
Closing date:      Midnight on Sunday 26 November 2017  
Interviews:        Monday 4 December 2017

*“In Christ we flourish”*



*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent



*Saint* GREGORY'S  
*Bath*

## *Mission Statement*

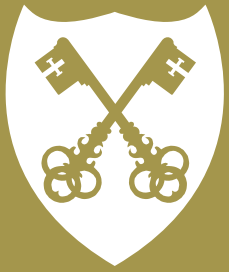
As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

## *Student Creed*

At St. Greg's, we are a family.  
We walk together in the footsteps of Jesus.  
We are all equal in the sight of God  
So everybody deserves dignity and respect.  
We believe that we are all blessed with gifts  
And called by God  
So let's do something special,  
Let's work together for a better future.

In Christ we flourish.



*Saint***GREGORY'S**  
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## *Welcome from the Headmistress*

Dear Prospective Applicant,

Thank you for your enquiry regarding the post of Premises and Facilities Manager at Saint Gregory's Catholic College, Bath to start on Monday 5 March 2018. The post has been created following the retirement of the current Site Manager.

The role of Premises and Facilities Manager is a key position within the school support team and the successful candidate will take the lead in enhancing and developing the school's facilities and environment for the benefit of our whole school community.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard.

At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish. We are seeking an ambitious and talented Premises and Facilities Manager who has a commitment to excellence, with the drive and enthusiasm to develop and enhance our facilities and site still further and who will provide our school community with the highest standards of service. We are seeking a practical yet innovative professional who can seek out new opportunities for income generation through increased lettings and help to raise the profile of the school's facilities to new customers. If you are successful you will be joining an established and highly skilled team.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you would like to apply for this post, please submit your application by midnight on **Sunday 26 November 2017**. Interviews will be held on **Monday 4 December 2017**. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact my PA Mrs Gormley on 01225 838200 or by email at [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk).

We look forward to receiving your application and to hearing how you can meet the requirements of this post.

Yours faithfully,

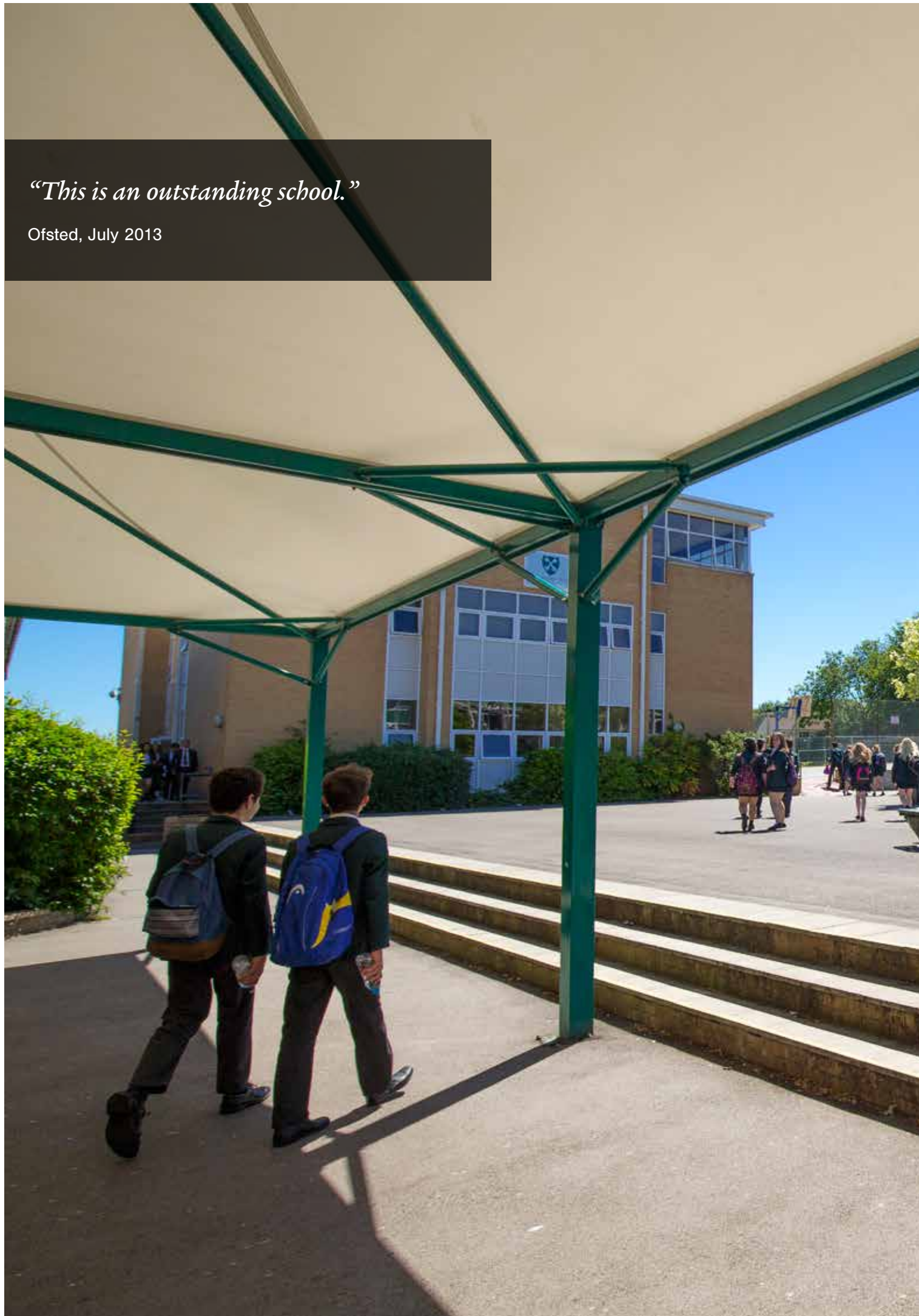
Ms A Cusack  
**Headmistress**

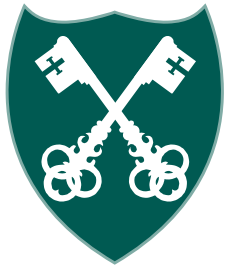
*"In Christ we flourish"*



*“This is an outstanding school.”*

Ofsted, July 2013





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## *About this role*

|                       |                                                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post:</b>          | <b>Premises and Facilities Manager</b><br>On-site accommodation may be available to the successful candidate via an arrangement with the local council, Bath and North East Somerset |
| <b>Contract type:</b> | Permanent, full time, all year around                                                                                                                                                |
| <b>Salary:</b>        | Grade L SCP 29-32 £25,950 - £28,480                                                                                                                                                  |
| <b>Start date:</b>    | Monday 5 March 2018                                                                                                                                                                  |
| <b>Closing date:</b>  | Sunday 26 November 2017, midnight                                                                                                                                                    |
| <b>Interviews:</b>    | Monday 4 December 2017                                                                                                                                                               |

**We are recruiting for an ambitious and talented Premises and Facilities Manager who has a commitment to excellence and who will provide our school community with the highest standards of service.**

This is an exciting opportunity to lead the Premises and Facilities Management of an Outstanding school located in the World Heritage City of Bath. This role will provide the successful candidate with a wealth of challenges ranging from day-to-day reactional maintenance work to taking a proactive approach to planned developments and project management across the school site.

The position would suit a well-qualified professional with a can-do attitude looking for the chance to establish their position within the school and raise the profile of our Site Team whilst further developing the school's site and its facilities.

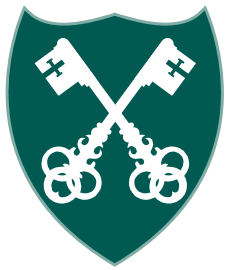
Applications are invited from individuals who are currently either working as a Premises or Facilities specialist or an exceptional and aspiring professional who is ready to take the next step in their career and can demonstrate:

- Experience of site maintenance and management;
- The ability to lead and motivate others to deliver exceptional levels of service;
- The vision to further improve and develop the school site and its facilities;
- Clear understanding and knowledge of project management and relevant health and safety;
- Relevant professional qualifications and experience in a technical or trade industry.

In return, the successful candidate can expect:

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Childcare Voucher Scheme;
- Access to the Local Government Pension Scheme.

If you would like to be a part of this successful and thriving school, and are a suitably qualified and highly motivated professional, we would like to hear from you. For an open conversation about the role and/or to arrange a visit prior to application, please contact the Headmistress' PA Mrs Gormley on **01225 838200** or email [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk) to arrange a suitable time.



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## *About Saint Gregory's*

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset: a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

Saint Gregory's has maintained its Outstanding judgement in its most recent Ofsted and Diocesan inspections.

*"In Christ we flourish"*

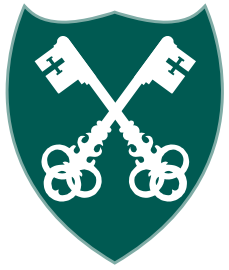




*“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”*

Ofsted, July 2013





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## *Our Location*

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In May 2015, Bath was named as the second safest city in the world. It has also been recognised by the Times newspaper as the best place to live in the UK, offering a very high quality of life. Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

*“In Christ we flourish”*



*“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”*

Clifton Diocese Inspection Report, October 2013



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## *Job Description*

Post Holder: Premises and Facilities Manager  
Line Manager: Director of Finance and Premises  
Salary Scale: Grade L SCP 29-32  
Hours: Full time, all year round

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

### Key Areas of Responsibility

#### 1. Core Purpose

- 1.1 To work with the Headteacher and Governors in achieving the School mission and vision and modelling and supporting the school's values.
- 1.2 To be responsible for the management of the site, its assets and facilities, including cleaning, security, maintenance, sustainability and Health and Safety.
- 1.3 Leading and working closely with site staff to ensure that the site is safe, well maintained and is welcoming to the students, staff, parents, the community, visiting contractors and other visitors and users.
- 1.4 Ensuring the site is one that supports a high quality learning environment, with resources and facilities that support teaching and learning.

#### 2. Key Duties and Responsibilities Maintenance of Buildings, Equipment and Resources

- 2.1 To be responsible for a rolling maintenance and enhancement programme and advise Senior Leadership on the most cost effective way of achieving this.
- 2.2 To be responsible for managing and over-seeing key premises-related contracts including those for cleaning, catering and grounds maintenance.
- 2.3 To monitor safety and working practices of both internal staff and external contractors, to ensure they comply with all school and national Health and Safety regulations and Best Practice and meet all relevant safeguarding requirements.
- 2.4 Ensure that the site is kept free of rubbish and that a recycling service is available.
- 2.5 Ensure checks for Legionella are undertaken and relevant logs for this and asbestos are maintained.
- 2.6 To carry out regular reviews of the school site and to identify and adopt a hands-on approach to the repair, maintenance and internal improvements to the school where appropriate.
- 2.7 Represent the school at site meetings, coordinating with school operations whilst monitoring contractors' work and ensuring it is completed to standard.
- 2.8 To work with the finance office for the payment of invoices and ensuring value for money and consistency with the school purchasing policy.





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## *Job Description*

### 2. Grounds

- 2.9 Ensure the grounds are welcoming, safe and clean.
- 2.10 Ensure there is adequate signage and lighting.
- 2.11 Manage and monitor all work carried out on the grounds.

### 2. Security

- 2.12 Ensure the site is secure, well-lit and security cameras and other systems and alarms are maintained and fully functional at all times.
- 2.13 Ensure regular site checks are carried out to identify potential security issues.

### 2. Assets

- 2.14 To be able to provide information and advice on the status of school assets such as furniture, carpets, fittings and the fabric of the school.
- 2.15 To advise and support the Headmistress and Governors in prioritising tasks for a rolling maintenance programme.
- 2.16 To maintain an Asset Management Plan.

### 2. Health and Safety

- 2.17 To be the responsible for Health and Safety; to be the designated Responsible Officer for all Health and Safety related issues; to monitor and carry out risk assessments as required and to be responsible for the Health and Safety Policy.
- 2.18 To manage and maintain the school's Contingency plan in case of emergencies.
- 2.19 To ensure regular checks for Health and Safety, Fire and Accessibility are completed as required by law.
- 2.20 To manage and implement relevant staff training as appropriate.
- 2.21 To monitor traffic on site to ensure it is safe for users.

### 3. Physical Effort and Working Environment

- 3.1 At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture. Tools and equipment and protective clothing will be provided where required.



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### 4. Supervision

- 4.1 The post holder will be directly managed by the Director of Finance and Premises.
- 4.2 The post holder will, on occasions, also be given instructions directly by the Headmistress and other members of Senior Leadership Team.
- 4.3 The postholder will manage and direct all site staff, prioritising work as necessary, including performance management reviews as required.

### 5. Professional Development

- 5.1 The postholder will be expected to either hold, or be willing to work towards, either the IOSH or NEBOSH qualification.
- 5.2 The postholder will be expected to undertake any other appropriate training provided by the school to assist them in carrying out any of the above duties.
- 5.3 The postholder will be expected to consent to be the Designated Premises Supervisor (DPS) and to apply for a personal licence number.

### 6. Budget Responsibilities

- 6.1 To be responsible for premises related budgets and report accordingly.  
Relevant budgets include:  
Energy and premises related budgets, including repairs and maintenance;  
Catering and cleaning contracts;  
Grounds maintenance contract.

### 7. Sustainability and Energy

- 7.1 Practice active energy conservation.
- 7.2 Ensure that a full recycling service is offered to users of the site.
- 7.3 Monitor the use of facilities and energy both during the day and evening to ensure it is as efficient as possible.

### 8. Additional Responsibilities

- 8.1 To attend Governors' Finance and Premises Committee Meetings, as required, and submit a written report to include a Premises Action Plan, as required.
- 8.2 To clerk and be an active member of the Health and Safety Management Group and the School Organisation Group.
- 8.3 To be responsible for the management of all school lettings and use of the school by outside bodies and to ensure income generation is maximised. Developing this as an opportunity for school income generation and community service.
- 8.4 To manage site preparation for special events, i.e. Open Evenings, concerts, etc. and facilitate and attend internal school events, e.g. Parents' Evening, Examinations and Community Lettings as required.



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8.5 To be the main key-holder for the school.

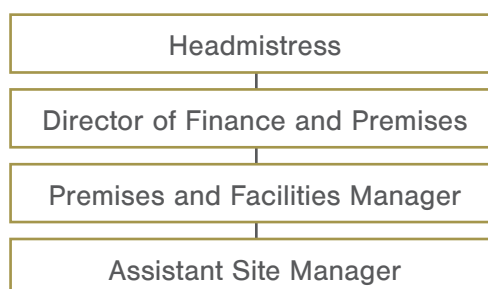
### 9. Safeguarding

9.1 The Governors of St Gregory's Catholic College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

### 10. Special Notes and Conditions


- 10.1 The post-holder is on 24 hour callout.
- 10.2 The post-holder will be required to carry out a 20 minute lunchtime duty and an after-school duty supervising the traffic and buses at the end of the school day.
- 10.3 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 10.4 To respond as required to emergency call-outs, assisting the Police in their duties, if present.
- 10.5 The post-holder will ensure, during term time, that the school is open from 7.00am to 7.00pm, Monday to Friday. The post-holder will nominally work 37 hours per week between 8.00am and 6.00pm by negotiation.
- 10.6 The post-holder will be required to take the bulk of holiday entitlement during term time. This is to maximise repair and maintenance work that can be carried out during school holiday periods.
- 10.7 This job description only contains the main accountabilities relating to this post and does not describe in detail all of the duties required to carry them out.
- 10.8 To perform, in accordance with any direction which may reasonably be given to you by the Headmistress from time to time, such particular duties as may be assigned to you.

### 11. Operational Management Chart



This job description will be reviewed annually or more frequently if necessary by the Headmistress in consultation with the post holder.



A close-up portrait of a young boy with dark, curly hair, smiling gently at the camera. He is wearing a dark green school blazer over a white collared shirt and a green and yellow striped tie. The background is softly blurred, showing other students in similar uniforms, suggesting a school setting. The lighting is warm and natural, highlighting the boy's features.

*“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”*

Parent



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*Bath*

## *Person Specification*

| Premises and Facilities Manager                                                                  | Essential | Desirable |
|--------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications and professional development                                                      |           |           |
| A minimum of three subjects at GCSE, O Level or equivalent including Maths and English           | ✓         |           |
| Relevant professional qualifications                                                             | ✓         |           |
| Professional Specification                                                                       |           |           |
| Experience of working in relevant technical or trade industry                                    | ✓         |           |
| Track record of professional success                                                             |           |           |
| Experience of working with contractors, suppliers and other outside agencies                     | ✓         |           |
| Good IT skills and the ability to use Microsoft Office applications, particularly Word and Excel | ✓         |           |
| Track record of success in project management                                                    | ✓         |           |
| Experience of health and safety management                                                       | ✓         |           |
| Current clean driving licence                                                                    | ✓         |           |
| Minibus licence                                                                                  |           | ✓         |
| Personal Specification                                                                           |           |           |
| Understanding of, and support for, the Christian ethos of the school                             | ✓         |           |
| Personable, approachable and courteous at all times                                              | ✓         |           |
| Excellent organisational skills                                                                  | ✓         |           |
| The ability to work quickly, accurately and under pressure                                       | ✓         |           |
| High levels of emotional intelligence and resilience                                             | ✓         |           |
| Excellent verbal and written communication skills                                                | ✓         |           |
| Enthusiasm                                                                                       | ✓         |           |
| Resilience and calmness in the face of difficult situations                                      | ✓         |           |
| Initiative in undertaking tasks, ability to finish tasks and to prioritise workload              | ✓         |           |
| Flexible attitude to work and role when circumstances demand                                     | ✓         |           |
| Ability to work effectively with others                                                          | ✓         |           |
| Understanding of equalities issues and commitment to working in a non-discriminatory way         | ✓         |           |



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## *Person Specification*

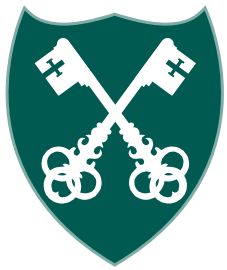
| Premises and Facilities Manager                                                                               | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Personal Specification                                                                                        |           |           |
| Ability to hold people to account                                                                             | ✓         |           |
| Practising Catholic                                                                                           |           | ✓         |
| Experience of working in church schools                                                                       |           | ✓         |
| Safeguarding children                                                                                         |           |           |
| A clear understanding and commitment to safeguarding and promoting the welfare of children and young people   | ✓         |           |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓         |           |
| Appropriate attitudes to the use of authority and maintaining discipline                                      | ✓         |           |



*“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”*

Ofsted, July 2013





*Saint* GREGORY'S  
*Bath*

## *How to apply*

Closing date for applications: Sunday 26 November 2017 at midnight  
Interviews will be held on: Monday 4 December 2017

Applicants are asked to submit their application to:

Miss M Jackson, HR Manager by email to: [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk)

They may also be submitted via post to:

Miss M Jackson, HR Manager  
Saint Gregory's Catholic College  
Combe Hay Lane  
Odd Down, Bath, BA2 8PA

Please note that no other material (such as resumés, testimonials or CVs) will be considered during the selection process.

To arrange a visit prior to application or to discuss the role further with the Headmistress, please contact the Headmistress' Personal Assistant, Mrs S Gormley, on [01225 838200](tel:01225838200) or email: [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk).

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](http://www.st-gregorys.org.uk/useful-information/key-documents).

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Bath



*Outstanding Catholic education for all*

**Saint Gregory's Catholic College**

Combe Hay Lane,  
Odd Down, Bath, BA2 8PA

**T** 01225 832873

**F** 01225 835848

**E** [stgregorys\\_sec@bathnes.gov.uk](mailto:stgregorys_sec@bathnes.gov.uk)

**[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)**

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