



Thornleigh
Salesian College

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Premises Operations Manager

Thornleigh Salesian College

HOME
SCHOOL
CHURCH
PLAY
GROUND

Closing date for applications: Monday 02 June – 9am

Interview date: To Be Confirmed



Our Mission Statement

Thornleigh Salesian College is a community rooted in faith in Jesus, where all are valued, loved and cherished so they can aspire for academic excellence in an atmosphere of compassion and forgiveness which seeks to reach out in service and gratitude.





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Pupils clearly display the Salesian values.

Ofsted 2024

A warm welcome to our school

Thank you for your interest in joining Thornleigh Salesian College.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School. Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils, and students in the Sixth Form, benefit from high-quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference, and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher

Please scan the QR codes below for our school policies and important reading:

Safeguarding & Child Protection Policy



Keeping Children Safe in Education



Staff Code of Conduct



Whistleblowing Policy



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Pupils show kindness towards one another.
Ofsted 2024



Job Vacancy

Premises Operations Manager

Full Time

37 hours All Year-Round

GRADE I SCP 31 – 35

(£40,476 - £44,711)

Permanent Post

Required As Soon As Possible

Thornleigh Salesian College is looking to appoint a professional, high calibre Premises Operations Manager who is flexible in their approach, open to taking on new responsibilities and tasks and who wants to become a successful part of our school community and really contribute to our school ethos. You will be a key member of the support staff team working very closely with the School Business Manager in ensuring that the school is a well-maintained, safe and secure site for all users

This is a highly rewarding and interesting role which would suit a candidate who is:

- Professional in all tasks with a 'can do' attitude
- Experienced in school site management/Health and Safety and trained to NEBOSH General Certificate in Health and Safety standard (or equivalent)
- Able to lead, organise and motivate a team.
- Knowledgeable of Health and Safety Regulations and Procedures, ensuring appropriate risk assessments are in place across the school
- Capable of thriving and excelling in a large, busy 11-18 secondary school

In Return We Offer

- A pleasant working environment with a supportive network of work colleagues.
- Excellent Professional Development opportunities in a large successful school
- A supportive and generous well being offer.

Closing Date: Monday 02 June 2025 – 9am

Interview Date: To Be Confirmed

**Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk
Please send completed application forms to recruitment@thornleigh.bolton.sch.uk**

Visits to the school are welcome. Please email recruitment@thornleigh.bolton.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Job Description

Every member of staff at Thornleigh Salesian College is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

Department	THORNLEIGH SALESIAN COLLEGE
Job Title	PREMISES OPERATIONS MANAGER
Grade / Hours	GRADE I SCP 31 – 35 (£40,476 - £44,711)
Primary Purpose of the Job	Assisting the Governing Body, Headteacher and School Business Manager in providing a safe, secure, stimulating and well-maintained learning environment for all students at the school.
Responsible to	School Business Manager
Responsible for:	Site Officers
Principle responsibilities	<p>The Premises Operations Manager is responsible for ensuring the future needs of the school are catered for and the day-to-day operational management, safety and security of the school site. The post holder is responsible for ensuring that the school is well-maintained, safe and secure for all users along with ensuring appropriate risk assessments are in place and updated along with adequate control measures across the school.</p> <p>The Premises Operations Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.</p>
Responsibilities	<ul style="list-style-type: none"> • In conjunction with the School Business Manager, support the Governors and Headteacher in the security and health and safety of the school site in order to protect and safeguard the school community along with ensuring all appropriate risk assessments are in place across the school. • To support the School Business Manager with the implementation and monitoring of the school's health and safety policy to ensure that a safe environment for learning is developed and the students' wellbeing is an essential part of the running of the school. • To work with the School Business Manager to develop, manage and maintain the premises and grounds so that as a resource it most effectively supports the educational needs of the staff and students. • To carry out preventative or remedial maintenance and local modifications within the scope of the site teams qualifications and experience. • To monitor and report on Energy consumption and Waste Management contracts with due regard to environmentally friendly practises. • To provide effective line management to the site and cleaning teams.

	<p>A. Security of school site</p> <p>To take responsibility for the security of the premises and contents; acting as a designated key holder and principal contact for police and emergency services out of school hours.</p>
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To be responsible for arranging the periodic maintenance and daily operation of the school intruder alarm system, fire alarm system and software, firefighting equipment, CCTV and emergency lighting through authorised contractors.

To oversee issue of keys to staff and to retain overview of staff access and security of equipment both in and out of school hours.

In conjunction with the School Business Manager advise the SLT in an emergency or criminal situation and liaise with external agencies such as police or insurance companies as required.

To organise and keep accurate records for fire safety checks on equipment and fire drills and represent the school as the school's fire prevention officer.

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.

B. Site Management

In conjunction with the School Business Manager work with the Senior Leadership Team and Governors to address priorities identified in the rolling programme of planned maintenance across the school, including in house painting, replacement of glass / windows, doors, fixtures and fittings, flooring etc. and arrange the necessary quotations for their replacement or carry it out in-house.

To be trained to NEBOSH General Certificate (or equivalent).

To perform emergency and routine maintenance across the site in a safe and controlled manner and advise on use of external contractors as appropriate.

To safely use and maintain the school's equipment and machinery.

Arrange and monitor annual statutory maintenance contracts.

To engage, manage and monitor external contractors and liaise with them whilst on site. This includes overseeing the work carried out and signing off when work is completed and approved.

In conjunction with the School Business Manager work with the Senior Leadership Team on building projects and engage with the architect / project manager to ensure correct delivery of the project in hand.

Regularly audit the site to ensure the environment is safe for all personnel at all times and take any corrective action if required and plan to improve the facilities.

To be responsible for portorage duties including deliveries, moving furniture and equipment etc.

Deal with emergencies including leaks, broken boilers to ensure the school can function with regard to safety requirements and plan proactively to minimise them.

Manage the school minibuses, including taking bookings, arranging services etc. and general maintenance.

C. Energy / Environment Management

To oversee the energy management and plant operation to ensure heating and utilities are working appropriately throughout the year.

To be responsible for energy conservation initiatives including water management programmes, electricity and gas usage, to ensure efficient use of resources.

To be responsible for the environmental management of the site including waste management and recycling projects.

To ensure acceptable standards of hygiene and cleanliness are maintained across the site.

To oversee the work of the Site Team and direction of the cleaning team to ensure the effective cleaning of the school site to a very high standard (including its grounds).

D. Management Duties

To supervise the site and cleaning teams and ensure they have the appropriate qualifications and training to carry out their duties.

To organise and supervise the work of the site team and cleaning teams so that work is carried out to schedule and is of a very high standard.

To undertake the performance management reviews of the site team in the appropriate timescales.

To maintain records of quotations for work, work that has been completed and schedules for future work.

To understand and enforce health and safety regulations within all areas of site management and keep accurate records of checks on all relevant equipment and processes.

To be a proactive member of the school's health and safety committee and the Senior Operational Leadership Team.

To ensure that all works are carried out within the confines of allocated budgets and be mindful of best value at all times.

To manage the external use of the school's facilities; organising the unlocking and locking of school by the site team.

	<p>Support the School Business Manager in overseeing the out of hours lettings; ensure needs of clients are balanced with the needs of the school. Ensure all external users adhere to school lettings policy.</p> <p>To undertake any other reasonable duties as instructed by the Headteacher or SLT.</p>
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Date Job Description prepared/updated	MAY 2025
Job Description prepared by	M FITZSIMONS

PREMISES OPERATIONS MANAGER

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	Skills and Knowledge	
1.1	Have a real “can do” attitude, taking a proactive approach and oftentimes taking on duties that may not be directly in their job specification	Application Form/Interview
1.2	Recognise their own strengths and area of expertise and use these to advise and support others	Application Form/Interview
1.3	Have experience in relevant or related fields i.e. worked in Site Management and/or trade related roles.	Application Form / Interview
1.4	Ability to prioritise actions	Application Form/Interview / Task
1.5	Experience in a school or similar environment would be a great advantage	Application Form/Interview
1.6	Good numeracy/literacy skills	Application Form/Interview
1.7	Good working knowledge of IT systems e.g. email, electronic maintenance log	Application Form/Interview
1.8	Management/Supervisory experience and skills	Application Form / Interview
1.9	Full working knowledge of relevant policies/codes of practice/legislation	
1.10	Ability to lead, organise and motivate a team including experience of Performance Management	Application Form/Interview
1.11	Knowledge of Health & Safety procedures & precautions	Application Form/Interview / Task
1.12	Knowledge of COSHH and cleaning regulations	Application Form/Interview
1.13	Awareness of health & hygiene procedures	Application Form/Interview
1.14	Experience of managing and keeping within a budget	Application Form/Interview
1.15	Organised with good time management skills	Application Form/Interview
1.16	Fair but challenging so that high standards are achieved	Application Form/Interview

2.	Experience/Qualifications/Training	
2.1	Willingness to participate in development & training opportunities	Application Form/Interview
2.2	To be trained to NEBOSH General Certificate in Health and Safety (or equivalent)	Application Form/Interview
2.3	Experience of tendering and setting up contracts	Application Form/Interview
2.4	Willingness to undertake appointed person certificate in First Aid	Application Form/Interview

2.5	Ability to self-evaluate learning needs & actively seek learning opportunities	Application Form/Interview
3. Work Related Circumstances – Professional Values & Practices		
3.1	Present a positive personal image, contributing to a welcoming school environment; which supports equal opportunities for all	Application Form/Interview
3.2	Have the ability to relate well to both adults and children	Application Form/Interview
3.3	Treat all members of the school community with courtesy and consideration	Application Form/Interview
3.5	Ability to work professionally with other stakeholders and external agencies	Application Form & Interview

Date Person Specification prepared/updated	MAY 2025
Person Specification prepared by	M FITZSIMONS