



SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

ASSISTANT FACILITIES MANAGER

WELCOME

From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect.

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal



“Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life.”

OFSTED 2024



SHC

A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.

Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter.

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/education-staff-wellbeing-charter)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare
- and much more



INTRODUCTION

To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

Our Core Values

How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel

Valuing fairness for all and promoting personal growth.

How we lead

Leading by example with compassion, empathy and understanding.

How we behave

Conducting ourselves with honesty, integrity and respect.

The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



INTRODUCTION

To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of around 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

Here are a few we are especially proud of:

- Coffee Corner
- Greenwich School Sports Partnership
- Fully Equipped Fitness Suite
- Swimming Pool
- Art Gallery
- City View Restaurant
- T Level Facilities
- Immersive Room

Additional Reading

Further context of our college and our vision can be found within these booklets.

- **Ofsted Reports**
<https://www.shc.ac.uk/ofsted>
- **College Vision and Strategic Intent Booklet**
https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
https://issuu.com/shsfc/docs/prospectus_24-25
- **College GSSP Sports Initiative Booklet**
https://issuu.com/shsfc/docs/gssp_booklet



EDEI STATEMENT

Equality, Diversity, Equity & Inclusion

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination.

Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



ADVERT

Assistant Facilities Manager

Shooters Hill Sixth Form College is a bold, ambitious institution where excellence, equality, diversity equity and inclusion aren't just ideals they're our everyday mission. We create a welcoming, empowering environment where learners and staff reach their full potential and step confidently toward their future aspirations.

We are currently looking to recruit an Assistant Facilities Manager to join our experienced Estates team for the new academic year 25/26.

Salary: SO1 - starting at £37,068

Hours: Full time, all year round

Contract: Permanent

The ideal candidate will be a highly motivated individual who has a wide knowledge of all aspects surrounding facilities management. Communication skills are key to this role as Health and Safety will be a main focus.

You will be an ambitious team player who is keen to play their part in shaping the Estates department to reach the highest level in the new School Estates Management Standards, in line with the college's mission, vision and strategic objectives. You will be supporting all departments as well as off site provisions.

As well as working collaboratively within the Estates team, you will need to demonstrate these skills when working with all other staff as well as students, contractors and Trustees.

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Due to the safer recruitment process, we are unable to accept CVs as a form of application.

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2024.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.

JOB DESCRIPTION

Assistant Facilities Manager

GRADE: SO1

RESPONSIBLE TO: DIRECTOR OF ESTATES

RESPONSIBLE FOR: PREMISES STAFF & EXTERNAL CONTRACTORS

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job Purpose

To provide safe, efficient, compliant, cost-effective and sustainable premises (estates) management services to enable effective teaching and learning.

MAIN TASKS & RESPONSIBILITIES

In common with all other staff

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the college's services.
- To implement the college's health & safety policies and practices.

In common with all other support staff

- To participate in college-wide projects and tasks.
- To work in other support services areas to meet the specific needs.
- Other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college.

Responsible for Health and Safety, Compliancy and Estate Management

- Along with the Facilities Manager be responsible for the planned and ad hoc maintenance and upkeep of the premises – the buildings, non-curricular content and off-site provision.
- To be the client-side manager for Health and Safety including all off-site provision, ensuring that compliance is achieved and that any errors or omissions are remedied speedily.

JOB DESCRIPTION

Assistant Facilities Manager

Responsible for Health and Safety, Compliancy and Estate Management

- To be responsible for ensuring the safe and efficient operation of all premises related mechanical, electrical, heating services and other plant, including lifts and swimming pool plant. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation; to maintain and monitor fuel efficiency records as necessary.
- To ensure that the cleaning of the premises is in accordance with agreed specifications, either monitoring the performance of contractor staff or allocating and managing staff under the post holders' control, to undertake/manage arrangements for day-to-day cleaning not in the agreed contract.
- To liaise with the relevant sections with regards to queries concerning the level of service provided; to contribute to the monitoring and regular review of all major contracts and services provided.
- To take the lead with all Health and Safety Committee meetings, off site due diligence and liaising with all Department Heads making sure they are all fully compliant.
- To be responsible for maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and safety equipment, Fire evacuation procedures and use of emergency equipment is compliant.
- To achieve value for money through energy efficiency schemes.
- To input data to the computerised systems in accordance with agreed procedures and to interrogate and update the systems when necessary.
- To promote Equal Opportunities policies and Environmental Strategy in a manner compatible with the duties of the post.

Managing Finance

- Where appropriate, monitoring and tracking of contractors timesheets and invoices against agreed schedules and budgets.
- Raising purchase orders within the agreed framework.
- Monitoring and tracking expenditure against budgets using spreadsheets.

Managing People (Premises/facilities Staff x 3, External Contractors)

- Where appropriate, managing staff allocating work and monitoring completion and quality.
- Ensuring staff are properly trained to complete all aspects of their work safely.
- Supporting staff and identifying and encouraging uptake of CPD for Health and Safety.
- To participate in relevant cross college and departmental training and updating.

JOB DESCRIPTION

Assistant Facilities Manager

Health and Safety

- To take the lead on promoting the health and safety of students, staff and visitors.
- To take the lead and attend Health and Safety Committee meetings.
- To ensure compliancy in regard to health and safety in line with the new DFE 'School Estate Management Standards Level 4'.
- To supervise contractors on site where required.
- Maintain fire safety equipment including organisation and record keeping of checks.

Selection Criteria

- Hold a current Health and Safety qualification.
- Excellent communication and digital skills with the ability to deal effectively with staff at all levels, contractors and consultants.
- Ability to establish effective working relationships.
- Must be a team player.
- Proven ability to organise and progress work to meet tight and critical deadlines.
- Proven administrative ability including that necessary to set up and maintain records, files and drawings.
- Ability to exercise initiative and to take decisions within established policy.
- An understanding of the college's Equal Opportunities policy, and practical ideas for implementation through the duties of the post.

Additional Information

Working Arrangements

- Hours of work: 35 hours per week - all year round.
- Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

JOB DESCRIPTION

Assistant Facilities Manager

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2024.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

Assistant Facilities Manager

Requirement	Essential	Desirable	Selection Method
Qualifications			
A level 3 qualification or above (i.e. A-Levels, BTEC National, GNVQ Advanced)	Y		AF/I/C
Recognised trade qualification at Level 2		Y	AF/I/C
Health and Safety Qualification / training	Y		AF/C
Recent and relevant professional development		Y	AF/C
Experience			
Estates & Facilities Experience		Y	AF/I
Experience of working in the construction industry		Y	AF/I
Construction supervision or management		Y	AF/I
Knowledge, Skills, Abilities & Qualities			
Computer literate		Y	AF/I
Construction trades knowledge		Y	AF/I
DFE model standards for education buildings		Y	AF/I
Ability to work on own initiative and effectively as a member of a team	Y		AF/I
Must be able to work safely	Y		I
Pays attention to detail	Y		I
Good communication skills	Y		I
Be able to mentor younger members of staff		Y	I
Ability to prioritise and cope with a demanding workload	Y		AF
Ability to work under pressure and to deadlines	Y		AF/I
Flexibility in approach to work	Y		AF/I
Understanding of and commitment to the promotion of equality and diversity, safeguarding and the health and wellbeing of young people and vulnerable adults	Y		AF/I
Willingness to undertake on the job training and to attend relevant staff development programmes	Y		AF/I

KEY: AF = APPLICATION FORM I = INTERVIEW C = CERTIFICATE

INTERVIEW AND ONBOARDING

Assistant Facilities Manager

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process will consist of a college tour, pre-interview assessment task/s (teaching will include a microteach) and a formal interview.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: hrteam@shc.ac.uk
Referees will be contacted at the point of offering an interview.

Onboarding

Appointment

If you are successful in interview, you will be conditionally offered the position dependent on:

- Proof of ID: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- Medical check
- Successful probationary period

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college.

Ensuring a smooth start through the initial few weeks and months in their new role

TIMELINE

Assistant Facilities Manager

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at hrteam@shc.ac.uk

Completed applications to be sent to: hrteam@shc.ac.uk

Closing date for applications:	22 August at 10am
Shortlisting:	26 August
Interviews to commence:	Soon after shortlisting
Start date:	ASAP

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone:	020 83199725
Email:	hrteam@shc.ac.uk
Website:	www.shc.ac.uk



SHOOTERS HILL
SIXTH FORM COLLEGE

Transforming Lives