



## **Premises, Maintenance and Safety Officer**

**Required as soon as possible**

**37 hours per week, all year round / Permanent**

**[www.scchs.org.uk](http://www.scchs.org.uk)**

**CANDIDATE INFORMATION BROCHURE**



## INTRODUCTION

Thank you for your interest in St Cuthbert's Catholic High School. When looking for a school for their son, every parent or carer seeks academic excellence, a wide range of vibrant co-curricular activities and a place where their son can truly belong. St Cuthbert's is such a place.

For over one hundred years, St Cuthbert's has been nurturing fine young men, preparing them to take their rightful place in the Church and in the world. We have provided our pupils and students with a challenging yet supportive environment within which to discover and develop their own God-given gifts. One of our distinguishing characteristics is the fact that we are a boys' school. We know from research that boys learn differently than girls, and we strongly believe that we are ideally situated to meet our pupils' learning needs through a balance of tradition and innovation, reflecting best practices in boys' learning.

At our centenary in 1981, the then headmaster wrote:

*"The story of St Cuthbert's is an exciting and fascinating one. It has never been an ordinary school nor will it ever be so. It is no mere organisation but a living entity, changing and adapting when circumstances require it, holding firm and steadfast when a principle is at stake. The strength of its traditions does not lie in antiquated rituals or oft rehearsed anecdotes but in promoting a certain outlook on life, in firmness of purpose and in dedication to hard work, the pursuit of excellence and to the Catholic Faith. St Cuthbert's was founded by the clergy to offer a Catholic education to the boys of Newcastle and the surrounding area. It has performed this duty since 1881 under the leadership, guidance, and direction of Catholic educators both lay and cleric alike."*

We continue to offer a high-quality Catholic education to boys of all faiths and none.

The St Cuthbert's experience is so much more than a comprehensive education. We offer learning with heart and soul which gives us a difference of a kind that sets us apart. Above all, St Cuthbert's prepares young men to find their God-given calling and answer it with energy and passion. In our school, in our local community and around the world, our young men serve, lead, and strive to make a difference in the lives of others.

If you believe that you can contribute to such a community, if you believe that you have the energy, passion, and commitment to help our boys to excel and to become better men, then I look forward to receiving your application.

Daniel P. Murray  
Headmaster

## THE STORY OF ST CUTHBERT'S CATHOLIC HIGH SCHOOL

The history of St Cuthbert's is a cause for genuine pride. Academic achievements and sporting successes in abundance are on record. Our formal pupils grace all the professions and make a very valuable contribution to the life of the Church in many parts of the world. However, what is even more important is the number of our Old Boys who have become priests. Tribute must be paid to the many priests, some long dead, for the sacrifice and devotion they showed in their teaching careers at St Cuthbert's. Nor can we fail to admire the foresight and determination of Bishop Chadwick and the pioneer priests who embarked on the daunting task of providing the best in Catholic education for our young men.

### **The Background**

On the 16<sup>th</sup> August 1881, the Rt. Rev. James Chadwick, Bishop of Hexham and Newcastle, entered the premises of 62-64 Westmorland Road, Newcastle upon Tyne, and proclaimed the opening of St Cuthbert's Grammar School.

Because of its reputation and pleasant atmosphere, many notable personalities took an interest in the school. Sir Walter Selby, Col, Sir Francis Blake, Sir George Lunn, Sir Henry Newton, Lord Armstrong and even the Duke of Norfolk, were invited as guests of honour on Prize Days. In 1901, the Grammar School was favoured by a visit from Cardinal Vaughan.

The school soon outgrew its central location, the search begun for larger more suitable premises to the west of the city. Benwell Hill House, the home of the Westmacott family, came up for sale and was bought together with the grounds which extended to 28 acres. It was in July 1922 that the pupils of the school were told to report after the summer holidays to the new school on Benwell Hill. The new school was officially opened by Cardinal Bourne in September 1922. The extensive fields surrounding the building provided ample space for soccer, although the grazing of cattle on the fields did present certain hazards to the players!

In 1927, significant changes took place. The preparatory classes were abolished and the classes were renamed Form I-V for the pupils aged 11-16. Also, a Sixth Form was established for pupils wishing to take the Higher School Certificate. With the establishment of a proper Sixth Form, the numbers increased dramatically.

### **The Period of Expansion**

In 1958 Fr Cassidy became headmaster, under his leadership the school began a period of expansion such as it had not seen for over forty years. He began a process of broadening the curriculum with the introduction of German as a second foreign language, and before long pupils had the opportunity to study Italian, Spanish and Russian.

Canon Cassidy, as he now was, had other plans. He refurbished one of the old buildings as a biology laboratory and set up a language laboratory in a classroom in the Old Hall. He extended the staffroom and made use of yet another large room to provide further accommodation for the staff. He made many new appointments to the staff, recruited in the main from former pupils of the school as well as from others with different educational backgrounds and with experience in other schools. He built an entirely new block to accommodate the Sixth Form. This building, comprising eighteen classrooms, a common room, a spacious study hall, a library, an entrance hall and a lecture theatre, as well as common rooms for staff on each of three floors, was completed in 1971. It was designed to house over 200 students.

The same period was one of outstanding sporting successes. Indeed, the dominance of St Cuthbert's in nearly every field of sport in these years gave it a reputation which it continues to uphold. New sports were added to the school curriculum: rugby football, athletics, cross country running, hockey and volley ball, to name only a few. Pupils, too numerous to mention all by name, represented the City of Newcastle or the County of Northumberland in the various branches of sport. Canon Cassidy devoted all of his time and energy to promoting the welfare of the school. But the stresses and strains began to take their toll on his health and in March 1972, he died suddenly. Fr. M. Walsh was appointed to succeed as the next headmaster of the school. Like most of the priests there he was a Cambridge graduate. Not only did he have classroom experience, he also had several years' experience as Prefect. His main task as headmaster was to develop the academic potential of the school.

The late 'seventies saw one of the most dramatic changes in St Cuthbert's history. Various proposals were made and discussed, and in the end plans were drawn up whereby St Mary's Technical School would become a mixed school serving pupils from the east side of the city, and the Sacred Heart and St Cuthbert's Grammar Schools would each form single sex comprehensive schools serving the west and northern areas of the city. This entailed the closing of the secondary modern schools which was not done without regret, for there is no doubt that these schools had served the Catholic community well for many years.

The amalgamation of schools began in 1977 and the following year the last secondary modern schools were closed. St Cuthbert's now had a population of 1400 boys who were taught by over ninety staff. In 1981 at the school's centenary the then headmaster Fr. Walsh wrote:

*"The story of St Cuthbert's is an exciting and fascinating one. It has never been an ordinary school, nor will it ever be so. It is no mere organisation but a living entity, changing and adapting when circumstances require it, holding firm and steadfast when a principle is at stake. The strength of its tradition does not lie in antiquated rituals or oft rehearsed anecdotes but in prompting a certain outlook on life, in firmness of purpose and in dedication to hard work and to our Faith. St Cuthbert's was founded by the clergy to offer a Catholic education to Catholic boys. It has performed that duty now for over hundred years under the leadership and guidance of the clergy, and whatever other changes may come about, it will continue to perform that same duty, Ad maiorem Dei gloriam."*

In 2012, the school converted to Academy Status and on 1<sup>st</sup> December 2020, it joined the Bishop Bewick Catholic Education Trust. The school continues to strive for a balance of tradition and innovation. The school has a proud history and an exciting future. It continues to build on the many successes of old Cuthbertians and prepare the young men in its care to take their rightful place in the Church and in the world. The school's motto 'Quies In Caelo' encourages all members of the school community to work for the greater glory of good and the common good. After all, you can 'rest in heaven' but for now, there is plenty of work to do.

JOB SPECIFICATION		
<b>Job Title:</b>		Premises, Maintenance and Safety Officer
<b>Position Type:</b>	<b>Grade/Hours</b>	<p>N6 £28,371 - £31,099</p> <p>37 hours per week, all year round /permanent</p> <p>Monday – Thursday 7.30am – 3.30pm with ½ hour lunch</p> <p>Friday 7.30am – 3.00pm with ½ hour lunch</p>
	<b>Postholder</b>	Vacant
	<b>Contract Status</b>	Permanent
<b>Responsible to:</b>		Business Manager
JOB DESCRIPTION – PREMISES, MAINTENANCE AND SAFETY OFFICER – A5143		
<b>Core Purpose</b>	<p>To co-ordinate and supervise the support of facility and ancillary services within the school to ensure the building is fit for purpose. Undertake reasonable day to day instructions assigned by the Business Manager. To ensure the delivery of services in accordance with customers service standards, policies and procedures. To provide a professional and efficient caretaking and maintenance service across all school premises.</p>	

	To maintain a safe environment for students, staff and visitors. To advise the Senior Leadership Team and Governing Body on all health and safety matters.
<b>Main Duties &amp; Responsibilities</b>	<p>The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.</p> <ul style="list-style-type: none"> <li>• To carry out the various policies and procedures associated with the operation of the facility. Specifically, those relating to; staff supervision, security and access, maintenance and repair and health and safety. To ensure that quality assurance is reflected in all aspects of caretaking and cleaning</li> <li>• To be responsible for the day-to-day supervision of designated employees, maintaining good working relationships and team working. To ensure that all duties are carried out in an effective and efficient manner for the benefit of all pupils/students, staff, community and other users and that all referrals are routed through the appropriate staff</li> <li>• To undertake the day-to-day operation and arrange for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters and report any faults to the Business Manager. To receive instructions from the Business Manager or designated senior staff</li> <li>• To brief the Business Manager and senior leadership team on a regular basis on all matters relating to site maintenance</li> <li>• To assist in the monitoring of the repair and maintenance budget including signing customer job satisfaction notes and ensuring that charges made are in accordance with the agreed rates</li> <li>• To ensure that the school premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods, by supervising the contracted cleaning staff. Accept responsibility for the security of the premises including the locking of doors, setting alarms, etc, and undertaking call out duties</li> <li>• To undertake the clearance of snow from all accessible areas and to grit as necessary</li> <li>• To assist in sorting all repairs and maintenance needs to the Business Manager and then arranging for quotes/estimates and repairs for any tasks which are outside the post holder's expertise</li> <li>• To liaise with and to ensure that contractors on site do not cause a health and safety hazard or damage to school property and report matters of concern or noncompliance with contract specification to the relevant City Council Officer or contractor</li> <li>• To monitor heating levels, on a daily basis if necessary and ensure consistent levels of provision. This includes checking controls and arranging for the cleaning and periodic maintenance of the heating systems and associated plant and their inspection</li> <li>• To undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods</li> <li>• To carry out portage duties as required including the coordination of the removal and placement of furniture and equipment</li> <li>• To carry out minor or temporary repairs and maintenance tasks or report as necessary in accordance with agreed procedures. The provision of advice and guidance to contractors and the inspection of any works undertaken</li> <li>• To be responsible for routine lighting maintenance</li> <li>• Routinely to check all firefighting, fire alarm and emergency lighting systems and log all data and coordinate their necessary maintenance and inspections</li> </ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the Senior Leadership Team, to lead on the implementation of health and safety policies and procedures. To provide advice and guidance to the School's Senior Leadership Team and Governing Body on all health and safety matters</li> <li>• To provide robust facilities checks before and after third party lets</li> <li>• To quality assure works carried out</li> <li>• To report to the Senior Leadership Team on maintenance issues on a regular basis and advise on appropriate remedies and materials</li> <li>• To co-ordinate the Health and Safety training across the school for all staff in accordance with legislation and Trust policy</li> <li>• Maintain a central record of risk assessments</li> <li>• Maintain an up-to-date knowledge of health and safety issues as they may affect the school and its users including disseminating any new information</li> <li>• Arrange for the maintenance and service of minibuses and school vehicles</li> <li>• Arrange training for new drivers of school vehicles</li> <li>• To promote and implement the Trust's Equality policy in all aspects of employment and service delivery</li> <li>• To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>▪ The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.</li> </ul>
<b>Catholic Life of the School</b>	<ul style="list-style-type: none"> <li>▪ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same</li> <li>▪ to actively support the school's corporate policies and aspirations</li> <li>▪ to adhere to the staff professional code of conduct</li> <li>▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments</li> </ul>

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive. All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to '*welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'*' (RB) and we recognise the intrinsic value all people. St Cuthbert's Catholic High School will endeavor to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION			
Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates			
Faith Commitment	Essential	Desirable	Source
a practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i> )		✓	A/I/R

secure understanding of the distinctive nature of the Catholic school and Catholic education		✓	A/I/R
involvement in parish community		✓	A/I/R
Qualifications	Essential	Desirable	Source
NVQ4 or equivalent in Building or Facilities Management OR significant facilities management experience in a similar role	✓		A/CC
four passes (including English & Mathematics) at GCSE	✓		A/CC
excellent IT skills	✓		A/I/R
be working towards, willing to work towards or already achieved a nationally recognised Health and Safety qualification	✓		A/CC
facilities Management qualification		✓	A/CC
lifting and manual handling training		✓	A/CC
Experience and knowledge	Essential	Desirable	Source
experience of working with a range of contractors	✓		A/I/R
knowledge and understanding of Building Management Systems	✓		A/I/R
knowledge and understanding of Health and Safety requirements	✓		A/I/R
excellent written and verbal communication skills	✓		A/I/R
competent DIY skills and ability to undertake general building and site maintenance and carry out minor repairs	✓		A/I/R
able to plan, organise and prioritise and manage time effectively	✓		A/I/R
ability to work alone as well as part of the whole school team	✓		A/I/R
ability to follow instructions and use equipment safely	✓		A/I/R
ability to carry out health and safety checks and maintain log books/records	✓		A/I/R
ability to communicate effectively with pupils, parents, staff and members of the general public with a calm and courteous manner	✓		A/I/R
ability to work in a co-ordinated way with other facilities staff	✓		A/I/R
ability to use computer systems for communication/recording and training purposes	✓		A/I/R
ability to prioritise and manage time effectively	✓		A/I/R
holds a full clean driving licence	✓		A/I/R
evidence of a commitment to promoting the welfare and safeguarding of children	✓		A/I/R
experience of working in a school environment		✓	A/I/R
experience of managing a team		✓	A/I/R

Personal Qualities	Essential	Desirable	Source
a team player	✓		A/I/R
resilience – the ability to cope with competing demands and pressure	✓		A/I/R
well-developed interpersonal skills	✓		A/I/R
flexibility and the ability to adapt as circumstances change	✓		A/I/R
ability to work unsupervised	✓		A/I/R
punctual and reliable	✓		A/I/R
able to use own initiative	✓		A/I/R
prepared to work unsocial hours as part of shift pattern of covering extended opening hours	✓		A/I/R
appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	✓		A/I/R



## Application and Appointment Process

All applicants must submit a Catholic Education Service Application Form giving the names of at least two referees, including your current and previous line managers, covering, where appropriate, the past six years. The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post.

**Diversity:** St Cuthbert's Catholic High School and the Bishop Bewick Catholic Education Trust are fully committed to the principles of equal opportunity, diversity and inclusion. The Bishop Bewick Catholic Education Trust does not discriminate on the grounds of sex, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds. As a Catholic school and an apostolate of the Roman Catholic Diocese of Hexham & Newcastle preference may be given to a practising Catholic.

Applications may be sent electronically or in hard copy to:

Human Resources  
St Cuthbert's Catholic High School  
Gretna Road  
Newcastle upon Tyne  
NE15 7PX

or by email: [recruitment@scchs.org.uk](mailto:recruitment@scchs.org.uk)

Applications will be acknowledged by email.

The closing date for applications is **9.00am Wednesday 23<sup>rd</sup> November 2022**.

<b>Interview Date:</b>	Week commencing 28 <sup>th</sup> November 2022.
<b>Interview Process:</b>	The interview process will be outlined in correspondence following shortlisting.
<b>Outcome Notification:</b>	The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



St Cuthbert's Catholic High School is a member of the Bishop Bewick Catholic Education Trust. The **Bishop Bewick Catholic Education Trust**, is a company limited by guarantee registered in England and Wales. Company Registration No. 7841435. It is an apostolate of the Roman Catholic Church under the episcopal jurisdiction of the Bishop of Hexham & Newcastle. **Registered Office:** Fenham Hall Drive, Newcastle upon Tyne, NE4 9YH [www.bishopbewickcet.org](http://www.bishopbewickcet.org)