



St Julie's Catholic High School Facilities Manager Application Pack



About You

You will be an experienced manager with an enthusiasm for delivering high quality and reliable facility services to our students and staff. You will be passionate about buildings and creative in your ideas about how their potential can be realised, and you will use your experience in lettings and income generation to help our school maximise community engagement and revenue generation.

Your extensive knowledge of health and safety legislation will help inform the systems and management procedures that you develop and follow to ensure the safety of our school community and compliance with regulatory maintenance requirements.

You will have the skills and personality to both support and inspire your team of premises staff to carry out their cleaning and maintenance work with

pride and to an exacting standard, leading by example.

You will use your experience of strategic planning to negotiate with a network of suppliers and contractors to ensure a robust and value managed programme of both scheduled and responsive maintenance.

Flexibility will be critical to your approaches, allowing you to respond to dynamically changing situations in a way that ensures continuity of learning.

Your strong competence in ICT will allow you to monitor digital systems providing building information, manage budget reporting, and produce management reports to inform the Business Manager, Leadership Team and Governing Body.

About Us

St. Julie's Catholic High School is an 11-18 secondary Catholic school for girls founded by the Sisters of Notre Dame, and we deliver traditional values within a modern curriculum. We have six forms of entry, with over 1,000 students on roll.

We have been based in Woolton Village since the 1950s, opening in Grade I listed Woolton Hall, before moving into a purpose built building in 1970, and then into our current building in 2017. Our student body is diverse, with students living across South Liverpool and further afield.

Our latest overall Ofsted judgement was 'Good' and recognised outstanding pastoral support and Leadership and Management.





About Our Facilities

Our current building was completed in September 2017, with external landscaping completed in Summer 2018. The construction was managed by Kier Construction, with architecture by IBI Taylor Young. Much of the mechanical and electrical design and installation was conducted by HE Simm.

The building is highly energy efficient, and has heating and ventilation systems managed by a building management system based on Tridium systems. The HVAC systems use a managed combination of natural ventilation, radiators, roof mounted air handling units and localised variable refrigerant air conditioning, mostly by Daikin.

The structure of the building is based around three large blocks with interconnecting link corridors. Each block has a flat roof with syphonic

drainage. One block roof houses a 36kW solar farm.

The site has an on site energy centre with a local transformer. The site features gardens incorporating some large trees. On site parking is available for around 100 cars, with access via one powered barrier and two powered gates incorporated into a school wide access control system, based on Paxton Net2 technologies.

The site has extensive CCTV coverage inside and out, with over 100 cameras serving an NxWitness endpoint.

Fire safety is supported by a Honeywell Gent fire detection system, and security employs a Honeywell Galaxy system.

The building has two MRL passenger lifts, installed and maintained by Knowsley Lift Services.

Person Specification

| | ESSENTIAL | DESIRABLE |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> • General Education 5 GCSE's (or equivalent including maths & English) • IT proficiency - Good working knowledge of Microsoft Office • Health & Safety IOSH Qualification | <ul style="list-style-type: none"> • Building related qualification • NEBOSH Qualification or working towards • First Aid Certificate • Driving Licence • Safeguarding training |
| Experience | <ul style="list-style-type: none"> • Management experience • In depth knowledge of Health & Safety legislation • Strong ICT skills • High level of competence in administrative procedures • Budget management experience • Sound negotiating and judgmental skills e.g making decisions • Lettings and income generation | <ul style="list-style-type: none"> • Familiarity with managing school facilities • Proven and highly developed project management skills • Knowledge of building management systems |
| Skills, knowledge and qualities | <ul style="list-style-type: none"> • Ability to work under pressure and with conflicting demands and deadlines • Ability to think and plan strategically and operationally • Excellent interpersonal and communication skills • Planning and organisational skills • Ability to work effectively and supportively as a member of the school team • Professional approach • Proactive and self motivated • Approachable nature • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate commitment to Equal Opportunities | <ul style="list-style-type: none"> • Ability to find creative and innovative solutions • Motive and manage staff |

| | ESSENTIAL | DESIRABLE |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Personal Attributes | <ul style="list-style-type: none"> • Willingness to work indoors and outdoors • Willingness to work hours as per school opening times • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge • Willingness to maintain confidentiality on all school matters • Will need to be able to manage some heavy lifting | |
| Pastoral Skills | <ul style="list-style-type: none"> • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children • An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant | |
| General | <ul style="list-style-type: none"> • Supports the ethos of the school • To be flexible and adaptable | |

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies

Job Description

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|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post Title: | Facilities Manager |
| Working Time: | 35 hours week – 52 weeks per year |
| Grade/Salary | GRADE: 6 {Range 24-29} £29,174 to £33,486 |
| Hours of work: | Monday to Friday: Working 8 hours per day between 07:30 am to 08.00 pm to meet the needs of the school (working hours includes one hour unpaid lunch break) |
| Holidays: | 28 days (to be taken during school holidays) |
| Line Manager: | Business Manager |
| CRB Disclosure Level: | Enhanced with Barred List Check |

Main Purpose

- To be responsible for all aspects of the School's facilities management and premises & catering staff to ensure a safe, secure and welcoming environment at all times.
- To be responsible for long and short-term planning, implementation and high-quality delivery in relation to premises, facilities and Health & Safety
- To be responsible for Health & Safety across the school ensuring compliance with Health & Safety Legislation, policies and procedures
- To ensure all security and fire safety systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary
- To have operational knowledge and understanding of school Mechanical and Electrical systems e.g. heating, ventilation, CCTV, BIMS
- To develop systems and procedures to ensure all school fabric and facilities are maintained in accordance with their manufactured requirements
- To develop an income generation plan utilising the school's accommodation and sports facilities

General Responsibility

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.

- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.

Main Responsibilities

1. To be responsible for the overall security arrangements of the premises, ensuring that relevant staff are aware of procedures and use of the alarm systems, and there is an adequate system of key holder management, that regular reviews of site security are conducted. Opening and closing of school, responding to emergency calls outside normal working hours and acting as a key holder on call.
2. To develop and maintain a costed medium term planned maintenance and premises improvement plan to aid the schools budget planning process and provide an action plan against which progress is monitored
3. To manage premises related budgets to ensure compliance and Best Value in accordance with LCC Finance Procedures & Regulations and DfE Financial Value Standard, in procurement of services and manage service contracts
4. To monitor and quality assure all contracts related to premises and grounds maintenance, so they fulfil their contractual obligations
5. To proactively manage the school facilities to ensure the buildings and grounds are kept to a high standard, undertaking regular visual inspections to identify defects and potential hazards
6. To investigate potential opportunities of external funding for financing improvements to the school's premises and grounds, as well as maximising income from use of school facilities.
7. To take a lead role in the planning, development, design, organisation, maintenance and monitoring of systems, procedures and policies relating to premises and health & safety
8. To lead on Health & Safety Audit
9. To be responsible for responding to, promoting and monitoring adherence to health & safety matters across the school, on a day-to-day basis within the building and across the outdoor spaces
10. Identifying and addressing hazards and taking action to minimise any potential danger, then implement and review risk assessments
11. Acting as the school's nominated Fire Officer, ensuring fire safety equipment is routinely inspected and maintained. To develop, test and maintain in accordance with fire regulations the school's emergency evacuation procedures and maintain Fire Log Book
12. Monitor all required inspections and follow up remedial works e.g., fire equipment, legionella, equipment inspections etc
13. Ensuring the school's electrical systems and appliances are inspected as required (PAT testing), maintaining such testing records to include any action taken
14. Assist with the formulation and maintenance of the school's Disaster Recovery Plan
15. To take a lead role in managing premises works, working closely with the Headteacher and Business Manager
16. To manage and supervise premises and cleaning staff including responsibility for induction, appraisal, training and monitoring
17. To manage and supervise Catering Manager and facilities, to ensure safe and efficient delivery of service as well as being responsible for the maintenance, servicing and replacement schedule for equipment
18. Ensuring adequate first aid provision within the school including implementation of procedures and management of First Aiders
19. To be responsible for the school asset register liaising with the Business Manager ensuring it is maintained accurately

20. Ensuring adequate insurance cover is in place to meet the school's needs including contents and vehicle insurance
21. To develop and implement strategies to minimise the environmental and ecological impact of the school and its operations
22. To take a lead role in providing detailed research, analysis and evaluation of information and providing organisational support, advice, and guidance on complex issues to staff and others as required.
23. To produce and respond to complex correspondence and complete complex forms, including those to outside agencies e.g. DfE and LA.
24. To support the safeguarding of staff, students and visitors through rigorous security and health and safety procedures which are designed, implemented, monitored and evaluated.

Knowledge, Skills and Experience

1. Completed a common core programme of induction
2. Good understanding of Health & Safety requirements and procedures
3. Knowledge of Mechanical and Electrical systems
4. First Aid qualified
5. Driving Licence
6. Knowledge and experience of relevant administrative systems and specialist ICT packages.

Professional Development:

1. To evaluate and review own practice within the school performance management system for support staff
2. To keep up to date with training required for the job such as IOSH, NEBOSH, COSHH, working at height and other health and safety training both by study and by attendance at courses, INSET, workshops and meetings

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Application Forms

Please [click here](#) to access the application for this post.

Please [click here](#) to access the Rehabilitation of Offenders Act Declaration form.

Only completed applications submitted on the CES Application Form will be considered, and should be submitted electronically to: recruitment@stjulies.org.uk