



GREYFRIARS
CATHOLIC SCHOOL



Site Manager



Site Manager

Thank you for your interest in the role of Site Manager at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

We are looking to appoint a reliable, self-motivated person to support the Headteacher for the effective management of the site at Greyfriars Catholic School. The successful candidate would ideally have previous experience in a school environment.



We are looking for an inspirational and aspirational individual to join Greyfriars Catholic School and contribute to the life chances of the young people in our school community. This is also an exciting time for the school; we are at a point of positive and significant change. This was recognised in our recent Ofsted report where we were judged to be Good. We are deeply proud of the work we do and continue to be committed to school improvement. We are exceptionally proud of our community.

An excellent site manager must have the ability to display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school.

The successful candidate would:

- Lead and manage site staff and site contractors
- Be reliable and trustworthy.
- Be flexible, adaptable and able to prioritise work
- Be competent with general maintenance tasks.
- Have good interpersonal skills, especially working with students.
- Be enthusiastic and self-motivated, recognising the challenges of working in a school and the joy at the centre of the work we do
- Be committed to making a positive difference to the student experience

This is an exciting time for the school; new leadership at many levels across the school means we are making positive and significant changes. This role will allow genuine scope to be part of something ambitious and improve the opportunities and outcomes of students in our school community.

Our vision at Greyfriars Catholic School is that we are a Catholic School that champions each and every student so they flourish individually and collectively. This role would allow you an opportunity to help our school community flourish in their environment.

Please do not hesitate to contact us to seek further information.

I will be delighted to show you around our wonderful school and discuss this role in more detail.
Yours faithfully

Ms Lyndsey Caldwell
Headteacher

Application Details

To apply for the post of Site Manager, please fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager Sophie Upellini as follows:

- Email: s.upellini@gfcs.uk
- Tel: 01865 749933 (203)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: TBC

Job start: February 2024

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic 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 for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice

Overview of Pope Francis MAC

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

Job Description: Site Manager

Job Title:	Site Manager
Reporting To:	School Business Manager
Salary:	Grade 9 Point 23 £33,366
(Hours:	37 hours per week
Work pattern:	Monday - Friday (Start and Finish times to be agreed; we will consider a 4 day week)
Contract Type:	Permanent
Disclosure Level:	Enhanced DBS

Core Responsibilities

Management of Resources and Site Security

- Responsible for the general maintenance and upkeep of the site and buildings, ensuring repairs and maintenance are carried out as needed to maintain high standards across the premises.
- Manage building and repair works in liaison with the Line Manager and the Governors' Premises Committee, maintaining logs, records, and reports, including the asset register.
- Implement and monitor a system to secure the premises outside school hours, accommodating evening activities, lettings, and events such as Open Days.
- Be flexible with working arrangements to accommodate occasional late requirements.
- Ensure all alarms and surveillance systems are operational and tested at specified intervals, resolving defects promptly.
- Secure all points of entry, set intruder alarms, and ensure locks, catches, and entry control systems are maintained in good working order. Maintain an efficient record of keys and entry codes.

Facilities and Maintenance

- Ensure the grounds and premises are maintained according to planned schedules and emergency repairs are actioned promptly.
- Monitor and maintain plant and equipment, ensuring safe and effective operation through regular inspections and planned maintenance.
- Carry out minor repairs to furniture, equipment, and building fabric within capability.
- Oversee heating, lighting, water, and drainage systems, taking meter readings and addressing any failures or hazards promptly.

Health and Safety

- Take a lead role in ensuring compliance with health and safety regulations, risk assessments, and safe working practices.
- Manage procedures for fire, flood, accidents, and emergencies, ensuring incidents are logged and reported per school policy.
- Complete the annual Health & Safety Risk Log as part of the trust's compliance strategy.
- Maintain waste storage areas and ensure disposal is in line with statutory requirements.
- Conduct regular inspections of the school minibus, ensuring it is maintained and operational.
- If qualified, provide emergency first aid to staff, pupils, and visitors.

Leadership and Management

- Ensure the site is managed lawfully, ethically, and in alignment with safeguarding principles and practices.
- Supervise and manage the site team, including recruitment, training, performance, and absence management.
- Take pride in the school's appearance and inspire others to contribute to its positive image.
- Monitor and manage budgets, ensuring resources are selected, allocated, and audited according to financial regulations.

Stakeholder Communication and Events

- Build strong relationships with stakeholders, including staff, pupils, parents, governors, contractors, and the trust team.
- Maintain high standards in high-traffic areas, such as entrances and reception areas, ensuring these reflect the school's professional image.
- Ensure timely distribution of deliveries and maintain clear reception areas.
- Support school functions, lettings, and events by ensuring premises are clean, tidy, and appropriately set up.

Monitoring and Compliance

- Monitor external contractor services (e.g., cleaning, grounds maintenance) to ensure standards meet agreed specifications.
- Liaise with school meals service contractors regarding site use and provision of services.
- Oversee energy use, control, and conservation efforts.

Training and Development

- Regularly review personal practices, set development goals, and take responsibility for continuous improvement.
- Attend relevant training to ensure knowledge and skills remain aligned with job requirements.
- Identify and manage training needs for estates-related staff to enhance team performance.

Person Specification

Essential Skills and Qualifications

- Proven experience in facilities or site management, ideally in a school or similar environment.
- Knowledge of health and safety regulations and compliance requirements.
- Strong problem-solving skills and the ability to respond effectively to emergencies.
- Experience managing budgets and supervising teams.
- Excellent organisational and communication skills.

Desirable Skills

- Qualifications in facilities management or related disciplines.
- Experience with safeguarding practices in educational settings.
- First Aid qualification (or willingness to train).

General Responsibilities: All School Staff

- Work towards and support the school's vision and objectives as outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities, which may require occasional adjustments to working hours.
- Support the school's safeguarding responsibilities to ensure the safety and well-being of students.
- Work within the school's Health and Safety Policy to maintain a safe environment for staff, students, and visitors.
- Promote equality of opportunity in line with the school's Diversity Policy for both current and prospective staff and students.
- Maintain high professional standards in attendance, punctuality, appearance, and conduct, fostering positive relationships with students, parents, and colleagues.
- Actively engage in the performance review process.
- Adhere to all policies set by the PFMAC and the school.
- Undertake other reasonable duties related to the role as required.

PFMAC Ethos

- Promote courteous and respectful relationships with students at all times.
- Use personal influence to promote high standards of behavior and order across the school.
- Work to maintain the school's position at the forefront of educational practice.
- Support the Catholic ethos of the PFMAC, contributing to the school's mission and encouraging others to do the same.
- Play an active role in the PFMAC school community and support its legal requirements for worship.
- Commit to ongoing personal and professional development as agreed.
- Training and Development
- Regularly review and reflect on personal practice, setting development goals and pursuing opportunities for continuous improvement.
- Attend training relevant to the role to maintain up-to-date knowledge and skills.
- Identify and manage the training needs of site staff to enhance team performance.

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School. It is not intended to be a comprehensive listing of every task that a Greyfriars Catholic School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The post holder will report to the School Business Manager. The post holder will work in cooperation with other staff.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

NOTES

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- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Name (Capitals): _____

Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____

Person Specification - Site Manager

Qualifications

Good numeracy and literacy skills with an ability to keep accurate records	Essential	Application, Interview
Possession of, a full valid driving license	Essential	Application
Relevant or willingness to obtain Health & Safety certifications including National Examination Board in Occupational Safety and Health (IOSH), First Aid, Fire Safety & Evacuation, Legionella Awareness etc.	Essential	Application

Knowledge and Experience

Significant experience working in a relevant discipline i.e. senior caretaking/site keeping experience in a school or similar environment	Essential	Application, Interview
Knowledge of health and safety and hygiene procedures and precautions	Essential	Application, Interview
Understanding of COSHH regulations, applying knowledge gained as appropriate	Essential	Application, Interview
Excellent organisational skills to be able to plan and deliver programmes of maintenance	Essential	Application, Interview
A good understanding of the record/ information systems, which monitor and analyse issues relating to building and facility management through computerised or manual systems	Essential	Application, Interview
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures	Essential	Application
Experience of use of appropriate specialist equipment/resources	Essential	Application, Interview
Experience of planned preventative maintenance (PPM) management	Desirable	Application, Task
Experience of managing a budget and preparing costed plans for repairs, maintenance and other building activities	Desirable	Application, Interview
Experience of the tendering process and preparation of specifications	Essential	Application, Interview
Demonstrates ability to organise, lead and motivate a team ensuring training and development is provided where necessary	Desirable	Application, Interview

Effective use of IT systems	Essential	Application, Interview
Willingness to undertake all appropriate training identified by the Trust	Essential	Application
An ability to undertake all the physical aspects of the job	Essential	Health check process

Behaviours and Values

Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Application, Interview
To be flexible and able to adapt and prioritise appropriately, understanding of the need to work unsociable hours if required	Essential	Application, Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview



