



# ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Site Manager—Salary: £30,740 - £32,898

37 hours per week 52 weeks per year—Required Immediately





## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.





At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.

We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.

We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

# The Post

We are looking to recruit a Site Manager to manage the day to day running of the site and buildings to include:

The management of the site team; managing building work; tenders; contracts; site H & S; compliance; decoration; maintenance; servicing; audits and inspection. The successful applicant must have previous experience of a building trade or a similar profession. Applicants must have a good knowledge of IT to enable accurate record keeping and tendering. They must also possess strong communication skills as the role will involve communication via email, phone and face to face liaising with contractors, students, staff and parents.

## **The Benefits of Working at St Catherine's College Include:**

- Local Government Pension Scheme
- A friendly, supportive and caring staff team
- Very well-behaved students who are ambitious, hardworking, resilient, and responsible
- Highly visible, supportive senior leaders
- Excellent career development opportunities
- Subsidised membership to Benenden Private Medical Healthcare
- A fabulous, sociable staff room with complimentary tea and coffee
- Free flu vaccine
- A café that serves at breakfast, break and lunch, using freshly sourced ingredients
- Free parking

*"Students and adults thrive in this caring community that celebrates love at its core." (Inspection 2023)*

*"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive." (SIAMS Inspection 2024)*

## Job Description

**Post:** Site Manager

**Grade:** Single Status Grade 9 £30,740—£32,898(pay award pending from 1 April 2024)

**Responsible to:** Business Manager

### Key Responsibilities

As a School Site Manager, you will be responsible for overseeing the day to day and long-term operations and maintenance of the school premises, ensuring a safe, clean and functional environment conducive to learning.

You will liaise with a range of stakeholders such as contractors, staff, students and parents to uphold the standards of the school and provide support for various activities and events.

You will work closely with the school Business Manager on building, maintenance, servicing tenders and projects and line manage the site and cleaning teams.

### Main Duties and Responsibilities

- To line manage the Site Team
- To line manage the Cleaning Team which are overseen by the Cleaning Supervisor
- Have excellent IT skills as 50% of this role is desk based and the use of MS Word and basic Excel is necessary
- To manage major building projects, decoration, maintenance, servicing, audits and inspections
- To work with the site team completing building projects and maintenance in-house
- To oversee the school grounds and buildings and ensure that they are clean, safe and free from litter and hazards
- To maintain and oversee the site contract register which involves tendering and securing annual service level agreements with contractors
- To place and manage site orders which involves managing a range of site budgets, tracking spend, completing purchase orders, checking and signing invoices
- To work with the school Business Manager on the school's site development priorities
- To be able to use own initiative to make decisions, be proactive, calm, have the ability to deal with unexpected situations and manage a team of staff
- Be willing to partake in further training and development opportunities
- To manage the school minibus making sure that drivers are trained, maintenance and servicing is scheduled and recorded and the booking procedure is managed
- To complete performance management and supported introduction reviews for the staff you line manage
- As a senior member of the non-teaching staff, you will be required to attend meetings and work out of hours as and when requested

- To ensure that all contractors adhere to our Health and Safety and insurance requirements whilst on site
- To be able to understand, interpret and challenge contractor's risk assessments and method statements
- To oversee the timely completion of site compliance checks, ensuring that they are followed up
- To oversee statutory servicing which involves arranging contractors to visit, obtaining record keeping and being proactive in addressing any follow up actions.
- To work alongside the Health & Safety Officer to ensure that our fire and health and safety audits are completed
- To ensure that the site is safe and secure in the event of an unexpected fire, snow, flood, break in accident or incident.

## Person Specification

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Good basic education</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist building / maintenance work training</li> <li>• Qualification or experience in a building/carpentry/plastering/glazing /plumbing/electrical trade</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge of IT to enable accurate record keeping</li> <li>• Knowledge of building work, decoration and maintenance</li> <li>• Understanding of line managing staff</li> <li>• A sound understanding of the main Health &amp; Safety Regulations, including COSHH, risk assessments and interpreting RAAMS</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of audits, inspections, tendering and managing budgets</li> <li>• Experience of writing RAAMS and interpreting risk assessments</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of building maintenance work</li> <li>• Experience of undertaking a range of caretaking and cleaning duties</li> <li>• Experience of using IT to undertake a range of administration duties</li> <li>• Experience of managing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school / college</li> <li>• Previous experience of tendering</li> <li>• Experience of managing a budget</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to work in an organised and methodical manner</li> <li>• Full UK driving licence</li> <li>• Ability to develop efficient record keeping systems</li> <li>• Ability to use initiative and make decisions</li> <li>• Have the ability to deal with unexpected situations</li> <li>• Ability to work under pressure</li> <li>• Ability to organise and prioritise own workload</li> <li>• To establish and maintain positive relationships with all stakeholders</li> <li>• Team player</li> <li>• Ability to be proactive</li> <li>• To be able to remain calm under pressure</li> </ul>	

**Person Specification continued**

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"><li>• Availability to be on call as part of the Crisis Management Team</li><li>• Ability to liaise and build positive relationships with external stake holders</li><li>• Able to show sensitivity and objectivity in dealing with confidential issues</li><li>• A commitment to equal opportunities, inclusion and comprehensive education</li><li>• Commitment to safeguarding and promoting the welfare of children and young people</li><li>• A positive and enthusiastic work ethic</li><li>• High standards and attention to detail</li><li>• To positively promote the college's aims and ethos</li><li>• Willingness to participate in further training and developmental opportunities</li><li>• A flexible approach</li><li>• Good health and attendance record</li></ul>	



# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Wednesday 15 May 2024**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

