



*Saint GREGORY'S
Bath*



*Outstanding
Catholic education for all*

Application pack for the post of:

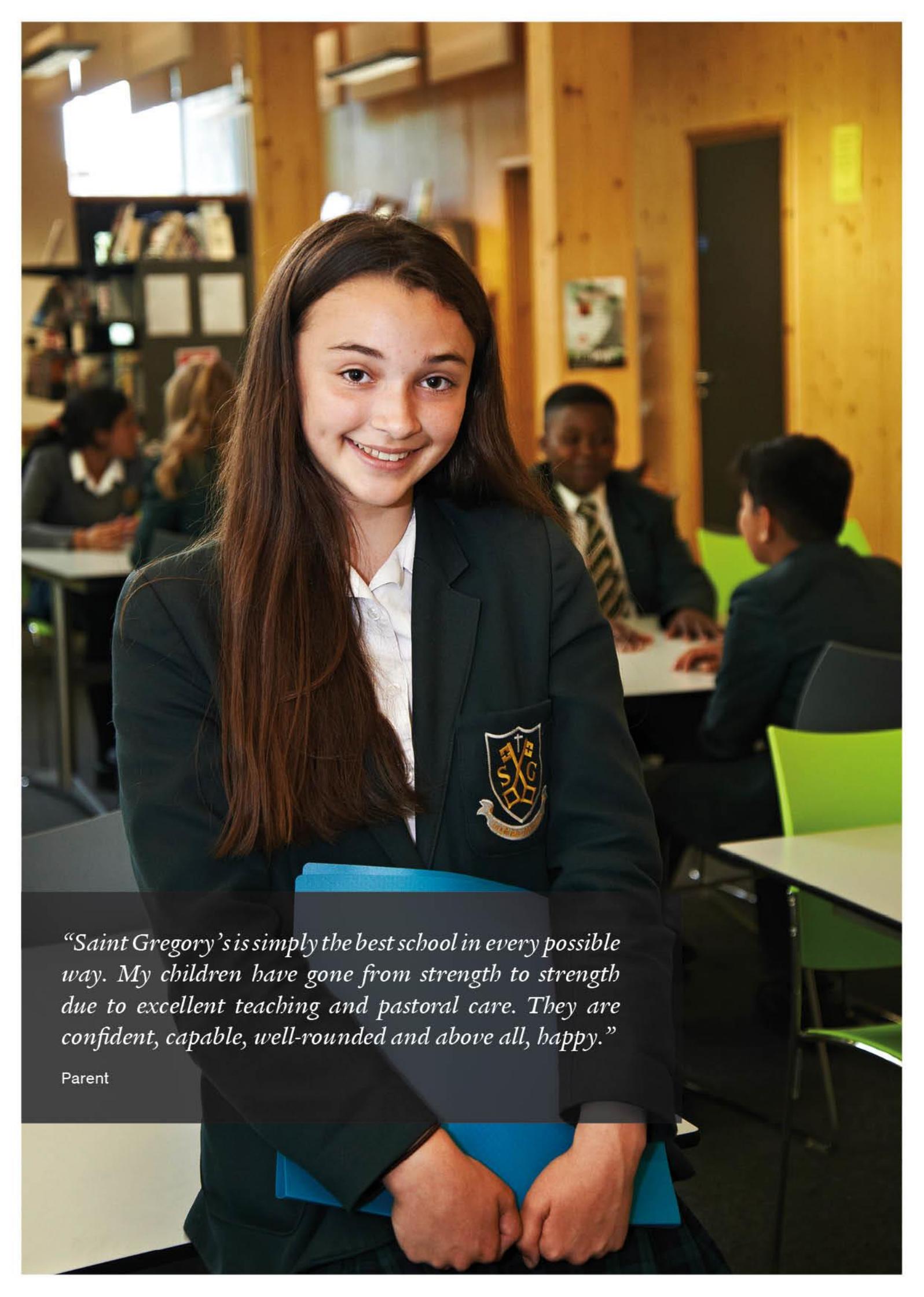
Facilities & ICT Manager

37 hours per week, all year around

Closing date: Midnight on Sunday 27 September 2020

Interviews: Week commencing Monday 5 October 2020

“In Christ we flourish”



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent



*Saint*GREGORY'S
Bath

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Student Creed

At St. Greg's, we are a family.
We walk together in the footsteps of Jesus.
We are all equal in the sight of God
So everybody deserves dignity and respect.
We believe that we are all blessed with gifts
And called by God
So let's do something special,
Let's work together for a better future.

In Christ we flourish.



*Saint***GREGORY'S**
Bath

Welcome to Saint Gregory's

Dear Prospective Applicant

Thank you for your enquiry regarding the post of Facilities and ICT Manager at Saint Gregory's, to start as soon as possible.

The post of Facilities and ICT Manager is an exciting new Leadership role reflecting the importance we place on ensuring St Gregory's is a safe and pleasant environment to work and learn in. This is a varied role managing two of the core support functions, Premises and ICT, with an overarching responsibility for Health and Safety.

We are seeking a manager who has a vision for the future, with an awareness of initiatives and developments within, ideally, both these specialist areas who will drive St Gregory's forward and ensure we are always operating in line with best practice. Equally we seek a manager who thrives on detail and who can investigate, report and deliver upon key objectives across both specialities whilst managing a busy workload including two experienced teams.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. We are an inclusive school that places the student at the heart of everything we do. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring that all of our students grow and develop a love of learning, participate fully in the life of the school and embrace many of the opportunities on offer.

As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Sunday 27 September**. Formal interviews will be held week commencing **Monday 5 October**. If you have any questions please do not hesitate to contact Mrs Karen Howard, Director of Finance and Premises, by email to howardk@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headmistress

"In Christ we flourish"



“This is an outstanding school.”

Ofsted



Saint GREGORY'S
Bath

About this role

Post:	Facilities & ICT Manager
Contract type:	37 hours per week, all year around, permanent. 25 days annual leave plus bank holidays
Salary:	Grade 12 SCP 45-49, £47,742-£52,373
Start date:	As soon as possible
Closing date:	Midnight on Sunday 27 September

This is an exciting opportunity to join an outstanding school in a newly created Leadership post.

Whilst the postholder will manage two distinct specialities there are a number of core skills and qualities that the successful candidate must possess which are transferrable across the whole job remit. The successful candidate will have excellent organisational and people management skills as they lead and manage two key operational teams, and key contracts, within the school. The successful candidate must be a professional with excellent administrative and financial skills as the ability to manage budgets, write reports, bids and tenders is critical to this role across both specialities, as well as ensuring value for money. The successful candidate must be able to deliver key objectives using the skills and experience of our teams.

An appreciation of best practice, rules and legislation across both specialities is desirable although we welcome applications from premises specialists and/or ICT specialists. There must be a willingness to learn.

Reporting directly to the Headteacher, this role operates in the strategic and operational spheres of work and therefore the successful candidate must have a 'can do' attitude with the ability to balance the needs of the bigger picture whilst thriving on the detail at the operational level. A clear understanding of cost and value of money is important.

You must be proactive in your approach to work; planning, anticipating, communicating and reporting are skills that are required for the successful operation of this role.

You will be a committed team player with the ability to communicate effectively with a range of stakeholders. The successful candidate will be confident in problem solving whilst providing excellent customer service to all our stakeholders. Saint Gregory's has an established and successful team who pride themselves on providing our school community with exemplary pastoral and academic care and we are seeking a colleague who can exemplify this to the highest standards.

The successful candidate must demonstrate:

- A clear understanding, and experience, of health and safety management
- Experience of being a specialist in ICT or premises with recent and relevant work experience in either of these fields
- A high degree of professionalism
- The ability to work unsupervised, use initiative and make appropriate decisions
- The ability to lead others and to hold them to account
- Excellent administrative skills including report writing, assessing and evaluating information and planning and preparation

In return, the successful candidate can expect:

- Outstanding professional support to help you develop your career
- A vibrant and dynamic student body that deserves the very best in teaching and support
- A rewarding and dynamic job role making a real, lasting and positive impact on our school community
- Access to the Local Government Pension Scheme.



Saint GREGORY'S
Bath

For an open conversation about the role prior to application, please contact Mrs Karen Howard, Director of Finance and Premises, by email howardk@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

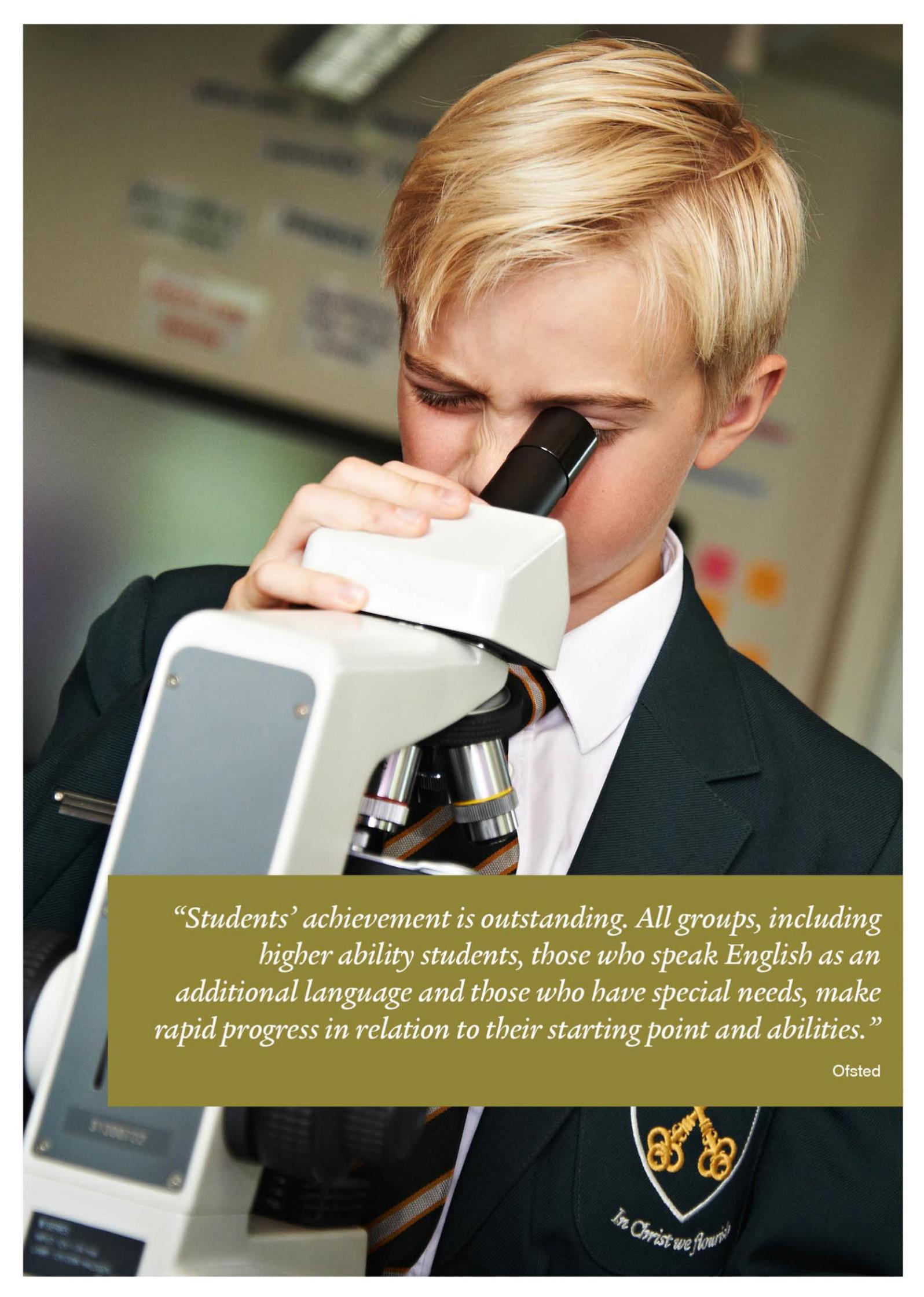
About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.



“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”

Ofsted

In Christ we flourish



Saint GREGORY'S
Bath

Our Location

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”

Clifton Diocese Inspection Report





Job Description – Facilities & ICT Manager

This job description should be read in conjunction with the professional duties set out in the Governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To be responsible for ICT, facility and property management, and health and safety management at the school.
- 1.2 To be accountable to the Headteacher and to the school Governors in supporting the educational outcomes for the students of St Gregory's by:
 - Ensuring that Health and Safety for all staff and students is actively managed in line with best practice and legislation
 - Ensuring that the school estate is maintained and operated effectively and efficiently
 - Ensuring that all Capital funding is accessed and used effectively and efficiently in line with the school's Master Plan
 - Ensuring that the school ICT capability is delivered effectively and efficiently
 - Ensuring the delivery of value for money in all areas of responsibility
- 1.3 To support the delivery of the school mission by ensuring St Gregory's school is a safe and pleasant environment to work and learn in and to ensure ICT is supporting the school day to day operations and educational outcomes.
- 1.4 To be an active member of the school Senior Leadership Team (SLT) and to attend relevant SLT meetings, preparing reports and data analysis as required.
- 1.5 To attend Governor Committee meetings as required; to prepare and present associated reports, provide data analysis, make recommendations and offer technical advice.

2. Key Duties and Responsibilities

2.1 Leadership responsibilities - To undertake shared, generic responsibilities including:

- 2.1.1 To attend Governors' committees as agreed and providing associated written reports
- 2.1.2 To be the senior person at school events, as agreed
- 2.1.3 To play a key role in school self-evaluation and development planning
- 2.1.4 To be the lead member of the Senior Leadership Team in relation to Facilities and ICT issues and advising colleagues accordingly.
- 2.1.5 To be a co-opted member of Governors' Finance & Premises Committee and to service the business of the committee in consultation with the Headteacher and its Chair including preparing a full report for each meeting.
- 2.1.6 The postholder will be responsible for writing and submitting all premises related and ICT related tenders and grant bids, including the annual submission to the Schools Capital Allocation programme and manage all premises related and ICT related contracts.
- 2.1.7 The postholder will be responsible for the management and maintenance of Health & Safety, ICT, buildings and site facilities and services throughout the school estate. This includes ensuring routine surveys and certifications are implemented and defects rectified.
- 2.1.8 The postholder will manage three direct reports, the Network Manager, the Site Manager and the Assistant Site Manager, and be responsible for the performance management and professional development of these staff.



2.1 Leadership responsibilities

- 2.1.9 The postholder will control premises related budgets of c£250,000 per annum and ICT related budgets of c£65,000 and will supervise projects spend typically up to £400,000 per project, as directed by the Headteacher.
- 2.1.10 The behaviours and competencies required of this post are set out in the attached person specification.

3. Health and Safety (H&S) and Risk Management

The postholder shall be required to:

- 3.1 Be the school's Health and Safety Officer; to be responsible for Health and Safety throughout the school site and to be responsible for the Health and Safety Policy and for the school's Health and Safety Risk Register.
- 3.2 Be responsible for, and to maintain, the school's Contingency Plan in case of emergencies ensuring it is up to date and relevant to current and potential future emergency situations.
- 3.3 Be a key member of the Health and Safety Management Group and the School Organisation Group.
- 3.4 Be responsible for ensuring that all inventories and risk assessments are maintained, are current and are fully compliant with all necessary guidelines and statutory frameworks.
- 3.5 Working with the Site Manager, ensure regular checks for Health and Safety, Fire and Accessibility are completed as required by law, with accurate and compliant records kept and ensure fire and Lockdown drills take place at least three times a year.
- 3.6 Ensure all staff are trained in all relevant emergency, security and Health and Safety procedures and be responsible for ensuring all Health and Safety incidents are correctly logged on the online system, investigations are carried out effectively and efficiently and any resulting issues addressed.
- 3.7 To oversee the monitoring and testing for all relevant services and issues including legionella, gas inspection, water systems and COSHH reporting, ensuring that any anomalies are reported in the appropriate way and action taken as required.
- 3.8 To be responsible for the Educational Visits Policy, in liaison with the Educational Visits Co-ordinator, to ensure it meets current requirements and legislation.
- 3.9 Ensure that the site is clear of waste and pests, in line with agreed procedures.
- 3.10 Be responsible for traffic management on site.

4. Premises

The postholder will be required to:

- 4.1 Have overall responsibility for the management of the site, its assets, facilities and contracts including cleaning, catering, security, maintenance, sustainability and Health and Safety.
- 4.2 Monitor safety and working practices of both internal staff and external contractors to ensure they comply with all school and national Health and Safety regulations and best practice and meet all relevant safeguarding requirements.
- 4.3 Ensure that the annual maintenance and enhancement programme for site facilities and equipment is aligned with the School Development Plan, with annual financial projections.
- 4.4 Ensure that regular surveys, reviews and certifications of the school site are carried out to identify the repair, maintenance and internal improvements to the school required.
- 4.5 Be the school representative at site meetings, co-ordinating with school operations whilst monitoring contractors' work and ensuring it is completed to our expected standard.



4. Premises

- 4.6 Be responsible for the Premises Asset Register and to maintain an Asset Management Plan.
- 4.7 Attend Governors' Finance and Premises Committee Meetings and to present a written report on Premises to Governors.
- 4.8 To work with the Business Manager to ensure appropriate insurance cover is in place for all aspects of school life, including buildings, vehicles and equipment.
- 4.9 To oversee the management of all school lettings and use of the school by outside bodies and to ensure income generation is maximised.
- 4.10 To manage and oversee site preparation for special events, i.e. Open Evenings, concerts, etc. and facilitate and attend internal school events, e.g. Parents' Evening, as required.
- 4.11 To be a main key-holder for the school.
- 4.12 Oversee the maintenance and use of the school minibus.
- 4.13 Carry out various administrative tasks including maintaining records, information and data and producing reports as required.

5. Information and Communications Technology (ICT)

The postholder shall be required to:

- 5.1 Be responsible for and oversee all ICT related operations and works at the school and provide advice and guidance as required to the SLT utilising input from appropriate ICT support contracts.
- 5.2 Ensure that the ICT Team keep abreast of developments in ICT/Cyber security matters as they apply to the school, to ensure that school ICT facilities remain in line with accepted best practice.
- 5.3 Lead the ICT team in developing the vision for ICT throughout the school to ensure that ICT support and provision is effective and efficient and meets the needs of the entire school community.
- 5.4 Ensure that the annual maintenance and enhancement programme for the ICT provision and equipment is aligned with the School Development Plan, with annual financial projections.
- 5.5 To attend Governors' Finance and Premises Committee Meetings and to present a written report on ICT to Governors.
- 5.6 To be a member of the Senior Leadership ICT Group which considers future ICT developments

6. General Additional Duties

6.1 Energy Management and Efficiency

- 6.1.1 To lead on effective energy management throughout the school and to actively pursue opportunities for energy and buildings efficiencies, and savings, including preparing appropriate bids or tender documents to acquire identified additional funds or grants.
- 6.1.2 Ensure that a full recycling service is offered to users of the site.

6.2 Physical Effort and Working Environment

- 6.2.1 The postholder may occasionally be expected to undertake bending, lifting and stretching in the course of their duties. Tools and equipment and protective clothing will be provided if required.



6.3 Professional Development

- 6.3.1 The postholder will be expected to either hold, or be willing to work towards with completion required within 12 months of appointment, either the IOSH or NEBOSH qualification. All other required and desirable qualifications and competencies are set out in the person specification attached.
- 6.3.2 The postholder will be expected to undertake any other appropriate training provided by the school to assist them in carrying out any of the above duties and oversee the CPD of ICT and premises staff.

7. Special Notes and Conditions

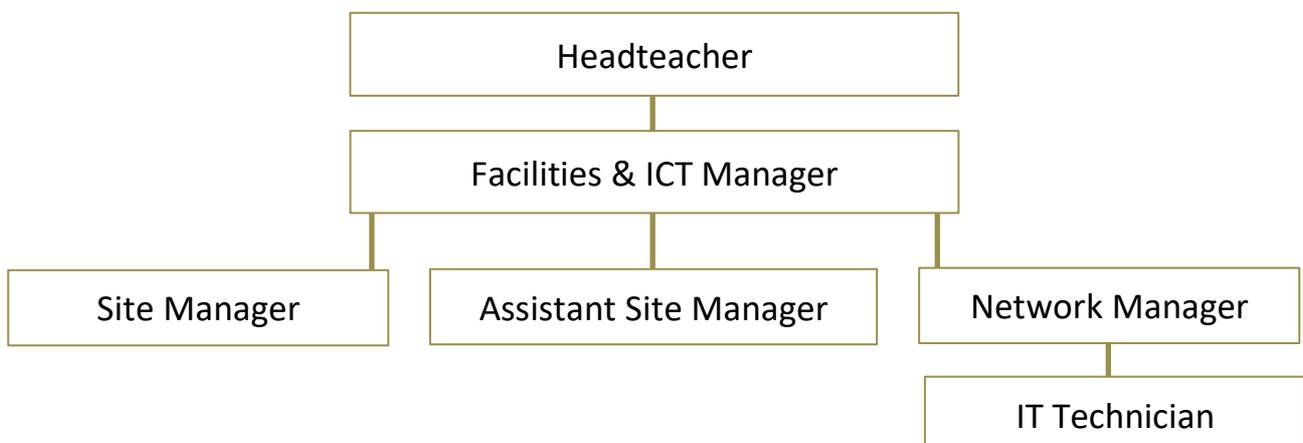
- 7.1 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 7.2 The postholder will ensure, during term time, that the school is open from 7.00am to 6.00pm, Monday to Friday.
- 7.3 This job description only contains the main accountabilities relating to this post and does not describe in detail all of the duties required to carry them out.
- 7.4 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may be assigned to you.

8. Safeguarding

- 8.1 The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

9. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.





“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”

Parent



Person Specification

Facilities and ICT Manager	Essential	Desirable
Qualifications and professional development		
Relevant professional qualification(s) in either premises or ICT	✓	
Willing to undertake the training on appointment of either the IOSH or NEBOSH qualification (if not held already)	✓	
A minimum of three subjects at GCSE, O Level or equivalent including Maths and English	✓	
Experience/Knowledge		
Proven track record of professional success in relevant technical or trade industry working at a senior level	✓	
Proven experience of operations management across either industry	✓	
Track record of success in health and safety management	✓	
Proven knowledge and experience of understanding the principles and practice of risk management	✓	
Track record of success in project management and working with external agencies and contractors	✓	
Experience of writing and managing tender processes for contracts	✓	
Experience of compiling and completing funding applications	✓	
Experience of leading and managing budgets and procurement	✓	
Good IT and administrative skills and the ability to use relevant equipment and IT packages	✓	
Current clean driving licence		✓
Person Specification		
Understanding of, and support for, the Christian ethos of the school	✓	
Excellent project management skills including planning, preparation, execution and reflection.	✓	
Excellent IT skills.	✓	
Excellent organisational skills including attention to detail in all communications both written and verbal.	✓	
Excellent people management skills including motivation, direction and holding people to account.	✓	
The ability to manage a busy and varied workload whilst remaining calm and maintaining integrity.	✓	



Saint GREGORY'S
Bath

Facilities and ICT Manager	Essential	Desirable
Person Specification		
Excellent customer service skills with the ability to create and maintain successful working relationships with colleagues.	✓	
Flexible attitude to work and role when circumstances demand.	✓	
Understanding of equalities issues and commitment to working in a non-discriminatory way	✓	
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted



Saint GREGORY'S
Bath

How to apply

Closing date for applications: Midnight on Sunday 27 September 2020
Interviews will be held: Week commencing Monday 5 October 2020

Applicants are asked to submit their application to:

The HR Department by email to hr@st-gregorys.org.uk or online at www.TES.com

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

If you have any questions please do not hesitate to contact the Director of Finance and Premises, Mrs Karen Howard, via email to howardk@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

Saint Gregory's, Bath

Combe Hay Lane,
Odd Down, Bath, BA2 8PA

T 01225 832873

F 01225 835848

E stgregorys_sec@bathnes.gov.uk

www.st-gregorys.org.uk

An outstanding Catholic education for all