



ST JOSEPH'S COLLEGE

Appointment of

Facilities Manager

Closing Date: 24 May 2024

(we reserve the right to interview and appoint ahead of the closing date)

Start Date 24 June 2024 (enabling one week handover)

The Opportunity

This purpose of this role is to ensure the effective running and efficient management of health & safety, maintenance, grounds, estates, facilities, caretaking, security, and housekeeping at the College. The postholder will:

- attend the Governors' Health, Safety & Environment Group
- attend the Governor's Building Group
- chair the College's Health & Safety Committee
- work closely with the Director of Finance (DoF), College Nurse, Executive Chef Manager, Director of Sport (DoS), Director of Admissions, Marketing & Communication and Head of Boarding
- Have oversight and responsibility for key Facility Operations, you will be someone with the ability to lead teams well, think creatively, operationally and inform the strategic direction of the Colleges' Campus buildings. The postholder will be driven and focused on ensuring the Health Safety and Welfare of the College community, with a keen eye for detail and the aim of achieving best value at all times for the business.



The Responsibility

Facilities Management

- To develop and manage both reactive and planned maintenance programmes, make recommendations, prepare briefs and specifications, ensure best practice and value, as well as the timely delivery of annual planned and reactive maintenance for College buildings and facilities
- Ensure that the outputs of the facilities service meet the expectations and quality of the key stakeholders, including Senior Leadership Team (SLT) and the College customers (parents/students), engaging positively with the College community.
- To provide project management as required and to ensure the professional procurement and delivery of major and minor capital projects ranging from new buildings and campus improvements, to alterations and refurbishments projects.
- You will be immediately responsible for ensuring statutory and legal compliance across the Campus, within the scope of The Building Regulations 2010, including but not limited to CIBSE, HSE and other industry guidelines.
- To work closely with the DoF to build robust maintenance and capex budgets, ensuring that these are managed and operated within
- To deploy, lead, manage and supervise effectively, caretaking, maintenance and housekeeping teams
- To be responsible for the efficient procurement, tendering and appointment of professional consultants, advisors, contractors and suppliers
- To manage service contracts
- To ensure the safe access to and security of the campus and its buildings and facilities across the year
- To facilitate the safe operation of lettings, day and residential camps and other commercial activities across the year by ensuring all site services are equipped to support the delivery of these projects. You may be required to liaise directly with customers in support of the Director of Business Development and Operations



- To oversee the management of maintenance and cleaning of all College buildings and facilities and to a high standard
- To ensure appropriate reporting, monitoring and control systems relating to the College's internal building fabric and furniture, including the maintenance of an asset register
- To manage the maintenance and presentation of College properties and residential accommodation
- To effectively and efficiently manage the College's energy resources and utilities
- To ensure maintenance and repairs are carried out in an effective, timely and efficient manner
- To collaborate with the Estates Manager on environmental and sustainability matters within and across estates and facilities at the College reporting to the DoBD&OP and DoF
- To maintain and have an effective overview of staff appraisal, training and development for your areas of responsibility
- To report to the Board of Governors on all matters pertaining to the College's Facilities and Environmental and Health and Safety matters
- There will be an element on shift pattern work as part of a wider site team rota

Health and Safety

- To be responsible for the review (at least annually) maintenance and effective implementation of the College's Health & Safety Policy to ensure a safe and secure environment for all stakeholders and visitors to the campus, across the year including events and lettings
- To act as the Lead for Health & Safety, to identify and manage all health and safety matters relating to the College including but not limited to Boarding, Catering and Transport



- To promote a positive and effective culture of health & safety across the College and continue to maintain high levels of staff and students' awareness of health & safety
- To ensure that the College is compliant with health and safety legislation and also the Independent School Standard Regulations (ISSRs)
- To maintain effective records, reporting and oversight of accidents and incidents ; in line with HSE and other stakeholder best practice standards
- To keep abreast of new health and safety legislation
- To be the lead practitioner and support with the delivery of staff health and safety training
- To ensure appropriate risk assessments are in place across the College
- To report to the Board of Governors on all matters pertaining to Health and Safety at the College

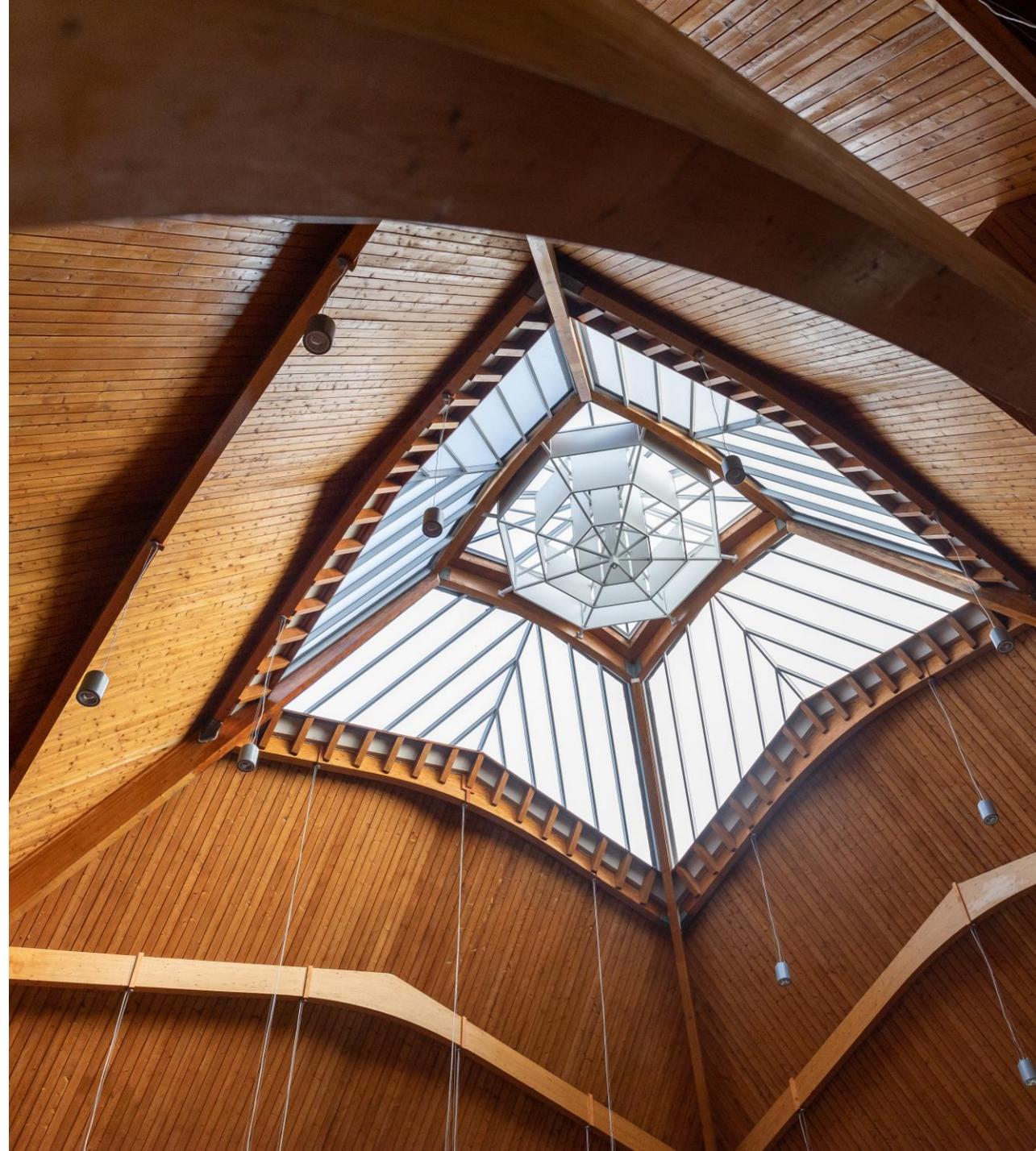
Fire

- To act as the Fire Officer for the College
- To ensure all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary
- To ensure the College is fully compliant with current fire regulations
- To effectively maintain and implement the College's Fire Risk Assessments and Fire Risk (Prevention) Policy

General Responsibilities:

All staff are expected to:

- Follow the College's Safeguarding policy and procedures
- Actively support the ethos of the College
- Lead by example and be a positive advocate and ambassador of the College



- Contribute to the day-to-day running of the school and follow its policies and procedures
- Ensure GDPR compliance
- Have due regard for and compliance with all matters relating to Health & Safety
- Take an active role in ensuring the realisation of the College's Strategic Development Plan
- Treat each member of the College community as an individual with courtesy and respect and have due regard for Equality, Diversity and Inclusion across the College
- Lead by example and embody the ethos of the College
- Contribute to the marketing and promotion of the College and its brand identity

Other

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are maintained effectively
- To work in collaboration with relevant colleagues across the College and with external enforcement and inspection bodies
- To carry out other reasonable tasks from time to time as directed by the Principal
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The postholder will be subject to enhanced Disclosure and Barring Service checks



The Environment

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a one-in-a-lifetime experience. We provide a stable foundation for students and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students.

An energetic forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years.

St Joseph's College has a long-standing reputation of success in Rugby, Football, Netball and Cricket. There are high levels of enthusiastic participation throughout the School, and a record of competitive success in the game over several decades. Many players regularly achieve representative honours at regional, academy and national levels.

The College has industry-leading relationships with professional clubs and universities. These enhance the delivery of the game in the school and provide pathways for many talented players. Academy partnerships with ITFC, Ealing Trailfinders and Brunel University are examples of these. The school is an accredited TASS Dual Career Centre and offers the BTEC Performance Support Course, which enables aspirational players to study in the morning and train every afternoon.

. The College proudly hosts one of the world's most prestigious schoolboy sporting events - hosted by the College in October each year - is the premier Under 18 competition in Europe if not the world.



Person Specifications

Education and Qualifications	Essential	Desirable
Maths and English qualifications	X	
First Aid		X
Health & Safety qualification as a minimum IOSH Managing Safely	X	
IWFM qualification		X
Experience	Essential	Desirable
Proven experience of management of health & safety across a range of infrastructure functions	X	
Good track record of management, leadership and motivation of staff	X	
Track record of effective management of several operational/facilities areas	X	
Knowledge and experience of managing procurement, including contracts for services	X	
Experience of leading and managing budgeting and reporting processes in an organisation	X	
Experience of leading and influencing change.	X	
Track record of working with successfully with a range of teams and stakeholders	X	
Proven experience of working with regulations	X	
Management of building projects		X
Working with minimal supervision	X	
The ability to work as part of a team	X	
Working within a large school/college environment		X
Skills and Attributes	Essential	Desirable
Creative and strategic thinker	X	

The ability to lead a multi-disciplinary team to delivery performance outcomes	X	
The ability to motivate and empower others to deliver	X	
Entrepreneurial outlook and attitude	X	
Good financial awareness and business acumen	X	
Excellent judgement	X	
Ability to keep a sense of perspective	X	
Ability to prioritise effectively	X	
Good organisational and time-management skills	X	
Excellent communication both in writing and orally – an ability to listen well	X	
Ability to work well under pressure	X	
Strong managerial and interpersonal skills	X	
Computer literate and confident user of IT for communication and management purposes	X	
Understanding of the role of an independent school		X
Energy, enthusiasm, positivity and a can-do attitude	X	
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure	X	
Ability to understand and demonstrate a commitment to equality and diversity	X	
Safeguarding training	X	