



## Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF  
School Site/Operations  
Manager

Application Pack

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As our School Site/Operations Manager, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Monday 9<sup>th</sup> June 2025 at Noon**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie  
Headteacher

Required As soon as possible

**School Site/Operations Manager**  
**Grade 7 – SCP19-25 - £31,067 - £35,235** (pay award pending)  
Full time (37 hours) – Full Year (52 weeks)

Please note holidays should not be taken during term time.

Governors wish to appoint an enthusiastic Site/Operations Manager to join our team as soon as possible. Reporting to the Headteacher and Business Manager, the post holder will lead the site team at Brownedge St Mary's and be responsible for day-to-day improvements and maintenance, as well as being involved in larger projects.

The successful candidate will be responsible for all aspects of site management across school in order to deliver a safe, secure, clean and well-maintained learning environment to support student outcomes and staff well-being. We are looking for a committed team player with high standards and excellent organisational and technical skills. You will have the ability to effectively problem solve and provide excellent customer service to our school community including students, staff, visitors and other stakeholders and partners.

We are looking for an individual who:

- is committed to working in an environment where students come first;
- is enthusiastic and flexible with a 'can-do' approach at all times;
- is able to multi-task, prioritise own workload and work effectively in a busy and at times challenging environment;
- is self-motivated, flexible, adaptable and a team player;
- Have strong interpersonal and communications skills;

In return you will join a friendly, professional and committed team with a strong ethos of working together for the good of our students, an experienced, supportive senior leadership team and governors and training and professional development as required.

Further information and an application pack are available to download from the school website:

[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk)

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

If you would like to speak to Mr Burrows, Business Manager, to discuss the post or arrange an informal visit please contact the school on 01772 339813

**Closing Date:** 09<sup>th</sup> June 2025 at Noon

**Proposed Interview:-** Week commencing 09<sup>th</sup> June 2025

(If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion)

**"Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute...In essence, students find the school's ethos inspiring."**

CSI November 2022

**"This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class."**

OFSTED January 2020

*Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.*

*This post is subject to an enhanced disclosure with the DBS.*

*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

## Job Description

### School Site /Operations Manager

<b>Post title:</b>	Site Manager/Schools Operations Manager
<b>Salary/Grade:</b>	Grade 7
<b>Responsible to:</b>	Headteacher, members of the Senior Leadership Team (SLT) and the Governing Body.
<b>Supervisory responsibility:</b>	School caretaking and cleaning team

#### **Scope of Work – appropriate for this post:**

As a member of the School Management Team, to contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. To organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning operations of the school//monitoring contract compliance, to the agreed quality standards, taking a lead role on Health & Safety, reporting to the Health and Safety Committee and ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with.

#### **Accountabilities/Responsibilities – appropriate for this post:**

##### **Security**

- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site.

##### **Supervision**

- To organise and manage the work of the caretaking and cleaning team;
- Undertake recruitment, selection, induction and appraisal of caretaking and cleaning staff and allocate duties and hours of work
- Planning own work and that of assistant(s) and cleaning staff (issues relating to supervision/management of staff);
- Provide/arrange the appropriate induction and training of assistant(s) and cleaning staff;
- Monitor the progress of the Caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.

##### **Maintenance**

- To monitor the work of the caretaking, cleaning and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors;
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes;
- In accordance with any existing Service Level Agreement with LCC Property Group, draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken;
- Monitoring the progress of projects involving outside contractors;
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists;

- Monitoring and ensuring the cleanliness of the school premises and furnishings, including managing the cleaning contract where one exists;
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate;
- To arrange for the caretaking team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

#### **Health & Safety**

- To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations;
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Committee for the school;
- Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school;
- To attend meetings of the Health and Safety Committee of the Governing Body and consult with governors on matters relating to premises/site;
- To develop and implement policies and procedures in the area of Health and Safety within the school;
- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation;
- To design and deliver Health and Safety training for staff within the school;
- To act as Health & Safety Officer for the school;
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this.

#### **Finance**

- To be responsible for monitoring the delegated maintenance budget and regularly reporting budgetary information in relation to this to the Headteacher;
- To develop and promote the school premises to the outside community.

#### **Note**

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary's Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate's ability to meet the criteria below.

## Person Specification

### Site Manager/Schools Operations Manager

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b>		
NVQ Level 3 qualification in Caretaking (or equivalent) or a willingness to undertake	E	AF
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)	D	AF
Full driving licence (at School's discretion)	D	AF
<b>Experience</b>		
Experience of working as a caretaker or site supervisor	D	AF
Experience of supervising staff	E	AF/I
Experience of writing maintenance programmes	D	AF/I
Experience of planning and programming work	D	AF/I
Experience of writing specifications	D	AF/I
Experience of budget management	E	AF/I
Experience of testing portable electrical equipment	D	AF
Experience of designing and delivering training	D	AF/I
Experience of writing and implementing policies	D	AF/I
Experience of managing contractors	D	AF/I
Experience of working within a school	D	AF
<b>Knowledge, skills and abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	AF
Ability to organise, lead, motivate, manage and develop a team	E	AF/I
Ability to resolve conflict	E	AF/I
Ability to develop effective working relationships	E	AF/I
Attention to detail skills	E	AF/I
Ability to work as part of a team	E	AF/I
Excellent oral and written communication skills	E	AF
Flexible attitude to work	E	AF/I

Ability to work in an organised and methodical way	E	AF/I
Ability to pro-actively engage with the local community	E	AF/I
Time management skills	E	AF/I
Ability to contribute ideas for developing the site	E	AF/I
Ability to monitor performance and ensure contract compliance	E	AF/I
Excellent customer service skills	E	AF/I
Knowledge of Health & Safety legislation	E	AF/I
Knowledge of CoSHH legislation	E	AF/I
Knowledge of processes for engaging contractors	E	AF/I
Knowledge of Recruitment & Selection procedures	E	AF/I
Excellent numeracy skills	E	AF/I
Basic DIY, maintenance and repair skills	E	AF/I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	E	AF/I
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	E	AF/I
Effective administrative skills	E	AF/I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to undertake relevant development	E	
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)	E	
6. Willingness to respond to emergency callouts	E	

# SCHOOL CONTEXT

We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 761 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022, we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, a RE classroom, staffroom, music room and additional school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (January 2020)**

*"This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class."*

*"Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens."*

*"Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at."*

*"Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well."*

*"Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live."*

*"Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime."*

*"Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils' examination results are improving year on year."*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

**KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*"The pastoral provision is exceptional"*

*"The school is extremely welcoming, and the sense of community is palpable"*

*"(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community"*

*"There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's"*

*"Students are extremely respectful"*

*"Student leadership opportunities are varied and extensive"*

*"Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring."*