

Our Lady's Catholic High School



Application Pack

OPERATIONS MANAGER



Our Lady's Catholic High School

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Headteacher – Richard Charnock

Thank you for your interest in the position of Operations Manager at Our Lady's Catholic High School.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

An exciting opportunity has now arisen for the position of Operations Manager who will have day to day responsibility for the management of the school site. The postholder will undertake a full and pro-active role and will assist the School Business Manager / Assistant Manager in the contribution of ideas and strategies to maintain and develop our facilities. They will organise and manage the premises, taking the lead on all grounds and site-related matters, including managing the caretaking and cleaning staff, ensuring the security of the site and contract compliance. They will take a lead on Health and Safety, reporting to the Health and Safety Committee and oversee training and risk management. Responsibilities will also include support for the catering function.

The successful candidate will need to possess excellent written and oral communication skills and be a strong team player. They will ideally have an NVQ Level 3 or 4 in Caretaking / Site Management or equivalent, together with experience of working as a caretaker or site supervisor and a full driving licence.

This position is full time, 37 hours per week, full year, with working times Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm. If successful the salary received will be between £31,067 and £35,235 per annum (pay award pending).

The closing date for application is 12 Noon on Monday 7 July 2025. Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates. CVs are not accepted, to apply for this vacancy you need to complete the application form attached.

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. We welcome applications from ambitious and passionate individuals and our mission is to appoint the best available candidate to this key role in our school.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you want to discuss the post further or indeed want to visit the school, please do not hesitate to contact Julia Scott, School Business Manager on 01772 326916.

Yours sincerely

R Charnock





School information for Candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community.

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school.

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

Our Pupils

Our catchment has remained very stable for many, many years. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

**"Students are focused,
mature, confident... friendly and happy"**
LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital history to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength through ITT (Initial Teacher Training).

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman School and so was created the Maths Hub, Abacus North West, which serves over 600 schools. Cardinal Newman School is the outstanding Catholic VI Form school in Preston and the significant majority of our pupils' progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

"Behaviour is consistently outstanding"
LANCASHIRE SCHOOL ADVISOR



Our Lady's Catholic High School

Job Description

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 Authority, workers and contractors and managing contractor activity on-site.

Supervision

- To organise and manage the work of the site team and cleaning staff;
- Undertake recruitment, selection, induction, appraisal and training of the site team and cleaning staff including the allocation of duties and areas of work;
- Planning own work and that of the site team and cleaning staff.

Maintenance

- To monitor the work of the site team and cleaning 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, 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;
- Maintaining the school pond ensuring water quality and good working order;
- 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 site team (including the postholder) to carry out first-line repairs which are not beyond the competence of the staff concerned.

Other duties

- To support the management of the out-of-school hours letting of the school premises;
- To oversee the management of the school minibuses, including the transport of pupils and staff;
- Maintenance of inventory in respect of equipment. Carrying out an annual check of equipment against the inventory;
- To investigate opportunities for recycling of the school's waste, and offer advice and guidance to school staff on appropriate recycling systems;
- To act as the school's energy manager, monitoring energy costs and ensuring conservation of energy through efficient procedures and systems;
- By involving pupils and staff of the school, to constantly seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way;
- To undertake training as appropriate.

Health & Safety

- To take a lead role on all aspects of Health & Safety, including the completion of appropriate risk assessments, training 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 & Safety Committee for the school;
- Monitoring the appropriate Health & 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 & Safety Committee and consult with governors on matters relating to the premises, grounds and site;
- To develop and implement policies and procedures in the area of Health & Safety within the school;
- To ensure that the appropriate staff within the school are fully aware of COSHH legislation;
- To design and deliver Health & Safety training for staff within the school;
- To act as Health & Safety Office for the school;
- To oversee the management of first aid in 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 site related budgets and regularly reporting budgetary information in relation to this to the School Business Manager;

To support the school and its wider community:

- To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with staff, parents, carers and the local community.
- To work within school policies and procedures.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.



Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			Application – A Interview – I Test - T References - R
Qualifications			
NVQ Level 3 qualification in Caretaking (or equivalent)		✓	A
NVQ Level 4 qualification in Caretaking/Site Management (or equivalent)		✓	A
Full driving licence	✓		A
Skills, Knowledge and Experience and Abilities			
Experience of working as a caretaker or site supervisor	✓		A, I, T
Experience of supervising staff	✓		A, I, T
Experience of overseeing maintenance programmes	✓		A, I, T
Experience of planning and programming work	✓		A, I, T
Experience of budget management, numeracy skills		✓	A, I
Experience of staff training		✓	A, I
Experience of writing and implementing policies		✓	A, I
Experience of managing contractors and knowledge of processes for engaging contractors	✓		A, I
Experience of working within a school		✓	A, I
Time management skills	✓		A, I
Ability to organise, lead, motivate, manage and develop a team	✓		A, I
Ability to resolve conflict	✓		A, I
Ability to develop effective working relationships	✓		A, I
Attention to detail skills	✓		A, I
Ability to work as part of a team	✓		A, I
Excellent oral and written communication skills	✓		A, I
Ability to design practical solutions for a variety of standard maintenance problems	✓		A, I
Ability to pro-actively engage with staff, parents, carers and the local community	✓		A, I
Ability to contribute ideas and strategies for developing the site	✓		A, I
Ability to monitor performance and ensure contract compliance	✓		A, I
Excellent customer service skills	✓		A, I
Knowledge of Health & Safety legislation and procedures	✓		A, I
Knowledge of COSHH legislation	✓		A, I
DIY, maintenance and repair skills	✓		A, I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)	✓		A, I
IT skills (i.e. working knowledge of spreadsheets, databases, word processing packages)	✓		A, I

Personal Qualities			
Commitment to supporting the Catholic ethos of the school	✓		I
Commitment to Health & Safety	✓		A, I
Commitment to safeguarding and protecting the welfare of children and young people.	✓		A, I
Ability to demonstrate a commitment to Equal Opportunity policies in practical terms in the context of service delivery, employment issues and a commitment to customer care	✓		I
Empathy and sensitivity to the needs of others	✓		A, I
Highly developed interpersonal skills including influencing skills	✓		A, I
Willingness to drive the school minibus as required	✓		A, I
Willingness to work outside of contracted hours e.g. lettings, parents' evening	✓		A, I
Willingness to respond to emergency callouts	✓		A, I
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓		A, I
Acts with integrity, honesty, loyalty and fairness	✓		A, I
Able to use judgement to deal with daily, unforeseen problems with limited guidance, within established procedures	✓		A, I
Organised and confident	✓		A, I
Has a positive, flexible attitude to their work	✓		A, I
Willing to attend training / meetings as required	✓		A, I
Positive recommendation from all referees, including current employer	✓		R
Has a good attendance and punctuality record	✓		R
Be a positive role model at all times and a highly respected representative of Our Lady's	✓		A, I
Willing to participate in the life of the school and contribute to the extra-curricular programme	✓		A, I

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.



How to apply

Application Details

Please use the CES application form from the school website.

For your supporting statement, we ask that you complete this as a **separate document** rather than completing the section in the CES form. Your supporting statement should be no more than two sides in length using font size 11 Calibri / Arial.

Completed Application Forms should be returned to:

Pam Stott, Headteacher's PA, Our Lady's Catholic High School, St Anthony's Drive Fulwood, Preston, Lancashire, PR2 3SQ.

Please note that only application forms obtained directly from school will be accepted.

T: 01772 326913

F: 01772 760212

Email: ptt@olchs.lancs.sch.uk

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Closing date: Monday, 7 July 2025 at 12 noon

Interview date: Friday, 11 July 2025