



Notre Dame Catholic College

Candidate Information

Facilities Manager

PASS Grade 7/8: Points 22-29 (Permanent)



'Opening Hearts, Minds and Doors'



Letter to Candidates

Dear Applicant,

Thank you for your interest in our vacancy. This pack has been designed to provide you with an insight into our culture and our achievements. It is also intended to provide you with the information you need to make an informed decision on applying for the post.

Our Offer

Are you looking to grow and develop as a Facilities Manager, in a warm and welcoming Catholic school that is genuinely committed to staff training, support and development, in order to provide a first-class education to every child in our College; an education that **opens their hearts, minds and doors** of opportunity, happiness, fulfilment and success?

Do you have a passion to **open hearts, minds and doors** for the young people you support? Do you have an unwavering commitment to social mobility, achieved through education, first-class teaching and boundless pastoral care? If so, we'd love to hear from you.

Our Ambition

We are looking to recruit an inspirational Facilities Manager who is dynamic, creative and ambitious. Someone who is dedicated, committed and aspirational.

In return, we can offer the right candidate the chance to be creative and innovative, and to make a real difference to children's lives. We offer excellent progression and professional development opportunities. We will support you all the way.

We hope this pack answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely important to us that you feel comfortable to proceed, as we aim to make the very best appointment possible.

We do hope you are that special person we are looking for and we look forward to hearing from you.



Notre Dame Catholic College

Welcome to Notre Dame Catholic College

Opening Hearts, Minds and Doors

Notre Dame Catholic College is an oversubscribed, Roman Catholic school that has educated the children of north Liverpool for over 150 years. We are an inclusive, mixed, 11-19 school of 968 boys and girls (including 120 students in our Sixth Form).

We are underpinned by our Catholic ethos and the foundation of the Sisters of Notre Dame. Our mission was perfectly articulated by our foundress, St Julie Billiart, almost 200 years ago, when she said “teach them everything that is necessary to equip them for life”.

We are located in the heart of the city on Great Homer Street. The proportion of disadvantaged students is well above the national average and the proportion of pupils with SEND is above the national average. The proportion of pupils who have an education, health and care plan is currently below the national average but increasing steadily.

Staff and students are fortunate to benefit from state-of-the-art facilities and premises. In 2013, the College moved from its historic home on Everton Valley, to its new home on Great Homer Street.

In 2019, the College was judged to ‘Requires Improvement’ in our most recent Section 5 Ofsted inspection. Since then, the College has secured improvements in outcomes at both GCSE and A Level and has worked tirelessly to address the areas for development outlined in the inspection report. College leaders, governors and staff continue to implement its rigorous plan to restore its previous ‘good’ judgement and to continue to provide the very best education for its students.

Notre Dame is currently converting to academy status and will join St Joseph Catholic Multi Academy Trust this year.



Job Description

Post Title:	Facilities Manager
Working Time:	Monday to Friday 35 hours per week, 3 shift pattern (full time)
Salary:	PASS Grade 7-8: Points 22-29, £31,364 - £37,336
Responsible to:	Business Director
Responsible for:	To undertake a range of site management duties including security, supervision of the site and related equipment, and other duties including portorage, cleaning and maintenance.
Job purpose:	<ul style="list-style-type: none">• Reporting to the School Business Director and Headteacher team.• Line management of Estates and Facilities staff .• Liaise with the Everton Park Sports centre taking responsibility for site security/car parking and any other aspect of the facility used by the school.• A requirement to work out of hours and some weekends.• Overseeing all activities on the premises outside of school hours including tenancies etc.• Oversee the management of the school cleaning contract.• Overseeing site Health and Safety, Risk, and Compliance management for estates and facilities.• Managing security, including overseeing deliveries and portorage.• Conducting regulatory checks and ensuring compliance with relevant regulations.• Liaising with contractors and managing their activities.• Managing or handling minor repairs and maintenance tasks.• Management of the site security including systems and contractors.• Management of the Building Management System (BMS).• Holding key responsibilities for the site.

	<ul style="list-style-type: none"> • Ensuring all statutory and mandatory Planned Preventative Maintenance (PPM) compliance is maintained and recorded. (Training will be given). • Managing subcontractor attendance and activities to ensure health and safety and procedural requirements are met. • Ensuring a safe and secure working environment on the site. • Ensuring the environmental policies and procedures are adhered to across school. • Challenging and escorting off-site any unauthorised persons. • Performing regular checks of equipment and machines. • Reporting defects found during building checks and management of the remediation • Carrying out ad hoc duties as necessary to fulfil school requirements.
<p>Principle Responsibilities:</p>	<p>Health and Safety: Work collaboratively with the school’s health and safety representative to promote a safe environment and identify improvements for the academy’s capital building works. Conduct routine health and safety checks related to the premises, covering water, fire alarms, lighting, and the mini-bus, recording information on We Are Every (WAE) Comply with all procedures required by the Health and Safety Policy and handbook developing the handbook as appropriate Oversee cleaning and caretaking activities to ensure safe practices in accordance with COSHH regulations. Conduct fire procedures, testing alarms weekly, coordinating fire inspections, and managing alarm systems.</p> <p>Risk: Monitor and manage risk assessments of buildings, premises, and grounds, reporting relevant issues. Management of remedial actions for insurance claims (premises), and put together specifications and obtain quotations for premises-related matters. General maintenance of academy grounds, including completing termly risk assessments (training will be given).</p>

Compliance:

Maintain records of statutory compliances and their completion via contractors using the WAE System provided (training will be given).

Keep logs for maintenance of fire safety, asbestos, legionella, and all areas of compliance in the required format.

Coordinate works needed to comply with recommendations from Conditions Surveys, Asset Management Plans, Accessibility Plans, and Disability Surveys.

Lettings Management:

Supervise/monitor the letting of school premises by overseeing management company.

Reporting:

Responsible for all reporting related to Site Maintenance, Cleaning, and Repairs and Maintenance.

Take responsibility as a main keyholder for security procedures, conduct perimeter checks, and manage alarm systems and processes.

Ensure the safety, security, and maintenance of the site during emergency situations.

Training and Supervision:

Instruct Facilities staff in all aspects of work and cleaning methods.

Line management of the site team, cleaning team or cleaning contract.

Provide training and appropriate instruction on the correct usage of cleaning materials and machinery, emphasizing safe working practices.

Grounds Maintenance:

Manage all aspects of grounds maintenance, coordinating with the Business Director and Headteacher team and working with contractors.

Ensure appropriate supplies of rock salt/grit and clear the site of frost/snow for safe access in bad weather.

Perform light gardening duties as required.

Other Responsibilities:

Act as a First Aider and Fire Marshall (training will be provided).

Oversee security procedures and carry out duties related to lighting and heating of premises.

Manage cleaning of premises, portering, and major and minor repairs.

Support pupils, school staff, and contribute to the school's ethos and development.

Attend and participate in meetings as required.

Work as part of a team, recognizing strengths and areas of expertise to support others.

Key Attributes:

Competent DIYer with good practical skills.

Adaptable and proactive.

Organized, punctual, and reliable.

Problem-solving skills.

Friendly team player.

Training

Be willing to undertake all training require including: Health and Safety Management, Safeguarding children, Fire warden, Asbestos awareness, Legionella etc.

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification	Essential (E) Or Desirable (D)
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • GCSE or equivalent level, including English and Maths. • COSHH, IOSH, PASMA, IPAF. • Formal qualifications in electrics, plumbing, or building. • Full Driver's licence. 	<p>E D D D</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Experience working in a school environment or other public sector setting. • Good IT skills. • Ability to communicate with people at all levels. • Experience working collaboratively with colleagues. • Subcontractor management. • General maintenance ability, including basic plumbing, carpentry and decoration. 	<p>D E E E E D</p>
<p>Skills & Personal Qualities/Attributes</p> <ul style="list-style-type: none"> • Ability to communicate with people at all levels. • Team player with a flexible and adaptable approach. • An understanding of and sensitivity towards issues faced by vulnerable young people and their families. • To be fully supportive of the school's Christian and Catholic ethos. • Be able to meet the travel requirements of the post. • Good punctuality and attendance within current role. 	<p>E E E D D E</p>
<p>Disclosure of Criminal Record</p> <ul style="list-style-type: none"> • The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement). 	<p>E</p>

<ul style="list-style-type: none"> • If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record. • If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only. 	<p>E</p> <p>E</p>
<p>Employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the UK. • Evidence of essential qualifications – section 2 of PS. • Two satisfactory references (must include your most recent employer). • Confirmation of medical fitness for employment. • Registration with appropriate bodies (where applicable). 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



Policy Statement

This college has adopted the 'Safer School' approach and an ongoing culture of vigilance. We are committed to creating a safer environment in order to safeguard and promote the welfare of our students. We expect all staff, visitors and volunteers to share the same commitment.

We have in place measures that provide a safer environment for students which help to ensure that inappropriate or abusive behaviour is identified and dealt with at an early stage. This includes enhanced disclosure checks carried out on everyone having regular access to students and

- also checks on previous employment records
- checks with job referees
- checks on academic qualifications
- checks on health records and photographic identification
- all appointments are subject to the above checks and references
- all interviews include questions on candidate's child protection awareness.



Safeguarding Statement

THIS IS A SAFEGUARDING SCHOOL

We have a duty to safeguard and promote the welfare of children.

If we have any concerns that a child may be suffering harm, we have no choice but to refer to Social Services when appropriate.

- ❖ The Senior Safeguarding Officer is Mrs E Brennan.

- ❖ The College Safeguarding Team are Mrs E Brennan, Mr A McVerry and Mrs J Littleboy.

- ❖ The Nominated Governor for Child Protection is Mrs Ann-Marie Hutton.

- ❖ Copies of the College's Child Protection/Safeguarding policy can be obtained from the college on request.



Notre Dame Catholic College

How to apply

Application forms

- Please complete an application form downloaded from the 'Vacancies' page of the Notre Dame Catholic College website.
<https://www.notredameliverpool.com/vacancies>
- Please also include either a supporting statement or attach an accompanying letter of support, addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
 1. Why you are interested in the post.
 2. How you feel your experience and effectiveness to date make you a suitable candidate for the post.
 3. What contributions you could make to students' development within our college.
 4. Any particular areas of strength and expertise you have to offer.

Application deadline

Electronic applications should arrive by 8am on Friday 22nd March 2024.

Please email applications to:

recruitment@notredame.liverpool.sch.uk with 'Facilities Manager' in the subject line. It is anticipated that interviews will take place during week commencing Monday 25th March 2024.

Feedback

We always receive a large number of applications and unfortunately, we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful.



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