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Headteacher: Mr D Watson BSc  
Deputy Headteacher: Mr M Henderson BA  
Director of Learning: Mrs K L Gammack BSc, MEd

DW/CM

11 July 2018

Dear Applicant

## **Facilities Manager (Permanent)**

**APT & C Scale: Grade 7 Point 25 – 28 (£23,111 - £25,463 pro rata + overtime)**

Thank you for your interest in the above post. We are an 11 – 18 mixed, converter academy serving the Catholic community of St Oswin's Deanery (Diocese of Hexham and Newcastle). We have a well-balanced, genuinely comprehensive intake, which is one of our great strengths. The ability profile on entry is above the national average and free school meals uptake is below the national average. We have an excellent reputation locally and nationally for the quality of our ethos, teaching and learning, high achievement, and sustained improvement over time (Top 100 schools with regard to sustained improvement awarded by DfE, January 2014). This is reflected in strong parental support for and confidence in the school. The academy website will give you an insight into our work and ethos [www.stmacademy.org.uk](http://www.stmacademy.org.uk).

Our reputation and practice are excellent with regard to professional development for all staff. Our experience and expertise are especially strong in ITT and NQT work, in leadership development programmes at middle and senior leadership levels, and in providing opportunities for staff to deliver CPD as well as participate. There is a very strong, recognised learning culture across the school. Our collaborative approach extends to working with other schools within North Tyneside, and with other Catholic schools in the Diocese. We have dedicated professional developmental time each Tuesday afternoon and there are many opportunities for staff to deliver CPD activities both within school and at local level.

**We wish to appoint as soon as possible a professional, friendly and reliable individual as our Site Facilities Manager. Reporting to the Director of Finance & Support Services you will be responsible for the day to day management of our facilities, ensuring our Academy meets all health and safety requirements and ensuring excellent standards of building presentation at all times.**

Duties will include:

- To provide the senior facilities management role under the guidance of the Director Finance for all duties related to day to day premises management
- Ensuring the following duties are undertaken (delegating tasks to the Caretaking team and Cleaning contractor where appropriate);

- Locking and unlocking the school and carrying out security checks on the building – which may include attending school for emergencies out of hours as required.
- Helping to ensure that our school meets all health and safety requirements at all times including carrying out and recording checks undertaken
- Ensuring excellent standards of building presentation at all times.
- Carrying out repairs, general maintenance and decorating competently
- Portage of deliveries and furniture as required around school
- Liaising effectively with staff, emergency services, cleaners and other contractors on site.
- Oversee and support caretakers at our partner schools
- Developing and facilitating our lettings and extended school offer to the community.
- To provide cover for other caretakers as and when required.

Manage and contributing to the effective working of the site team.

Participate in team meetings and identify training and development needs in conjunction with the Director of Finance.

Take pride in the school, the site and their own general appearance.

The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.

I am enclosing the following:

1. Advertisement details
2. Job Description
3. Recruitment and Selection Policy Statement
4. A copy of the Mission Statement
5. Application Form (inc. Notes to Applicants, Recruitment Monitoring Form, Rehabilitation of Offenders Act).
6. DBS (formerly CRB) Information

The closing date for application forms is at 5pm on **Wednesday, 1 August 2018**. **Shortlisting** will take place soon after the closing date. Interviews are expected to be held the week commencing the 6 August. If you have not heard from us by **Monday, 6 August 2018** please assume that you have been unsuccessful, only the successful candidates will be contacted by the school.

We look forward to receiving your application.

Yours sincerely



Mr D Watson  
Headteacher

Encs.