



CTK ST MARY'S

A CHRIST THE KING SIXTH FORM

CTK St Mary's
Sidcup, DA14 6BE

Are you an enthusiastic and committed team player with Premises Experience? Join us at CTK St Mary's, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

Premises Manager (Full-time – 40 Hours/Week)

Start Date: Immediately

Salary Range: £30,962 to £35,228 (inclusive of London Weighting), dependent upon experience

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. This excellent opportunity has arisen to become Facilities Manager at our St Mary's site, which is located in Sidcup. CTK St Mary's students are inspired and motivated to succeed, all students are aged 16-19 and are studying either A level or vocational curriculum.

We are seeking an enthusiastic Premises Manager to work as part of our outstanding Premises and Security Team. The main focus of this role is premises management, Security and Health & Safety. You will be a proactive person who adopts a flexible, team approach to ensure our site is welcoming, well presented and meets Health and Safety requirements. The role varies daily and will involve both operational and management tasks.

You will benefit from joining a supportive, well established Premises and Security team, where your skills and qualities will be highly valued and staff well-being and development is enshrined in the Sixth Form mission statement.

During a normal working week, the post holder will be required to work 40 hours, full year. Experience in a trade, or previous facilities/security management would be a distinct advantage.

This position is based at the St. Mary's Site in Sidcup. However, they may be some working at the other CTK sites.

Join us to be inspired, be extraordinary, and be the best you can be.

For details of how to apply and a job description please visit the vacancies page of our website,

<https://www.ctl.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

Closing Date: 10am on Tuesday 5th July 2022

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™



Job Description and Person Specification

Job Title:	Premises Manager
Responsible to:	Director of Facilities
Core Job Purpose:	To ensure the site management of Premises and Security, so the site is safe, secure, clean and welcoming to all stakeholders. The role also deputises for the Director of Facilities in his/her absence and includes some cross site management.

As a member of the Facilities Team, this role reports to the Director of Facilities. The main activities and responsibilities are:

Site Specific

- 1.1 Take responsibility for the high standard and of maintenance and upkeep of the site
- 1.2 Ensure the site remains well maintained through preventative and reactive maintenance
- 1.3 To ensure that all regulatory and statutory elements of health and safety are implemented and potential risks and hazards are identified and actioned; to take an active role on the Sixth Form Health and Safety Committee
- 1.4 To be responsible for the security arrangements of the Sixth form including ensuring that staff are fully trained, and the service is reviewed regularly
- 1.5 To liaise with contractors and ensure work is of a high standard and safety procedures are adhered to, such as site building redevelopment, repairs and modernisation
- 1.6 To oversee the effective and speedy implementation of help desk and other requests to ensure the site is maintained to a high standard
- 1.7 To plan, monitor and implement regular safety checks including equipment testing and service checks
- 1.8 To have an overview and monitor site meter reading meetings to ensure best value for money
- 1.9 Carry out opening and closing duties on the site as required, and manage in liaison with the Director of facilities issues as arises as they may arrive on the site
- 1.10 Carry out duties on the site in relation to cleaning, portering and administration to ensure the site is maintained to a high standard
- 1.11 Manage and undertake regular patrols around the Sixth Form to ensure the safety and well-being of staff and students; accessing control and CCTV as requested and managing conflict as required
- 1.12 Build professional relationships with all stakeholders including staff, students and visitors; ensuring students are nurtured and supported to succeed; assisting students with on-time arrival to class and to assigned locations

- 1.13 Manage emergency procedures on site, ensuring actions are taken in a calm and swift manner
- 1.14 A requirement to undertake some evening/weekend openings for the site
- 1.15 Supervise the Premises, Security and Catering staff
- 1.16 Take part in professional development activities including appraisal
- 1.17 Promote equal opportunities for students and staff
- 1.18 Undertake other tasks as required by the Deputy Principal or Executive Principal after due consultation.

Cross Site

As Deputy, you will have a number of cross site roles, including:

- 1.1 Helpdesk Ticket Management: Oversee and manage the Sixth Form helpdesk process ensuring that requests are swiftly actioned by site maintenance teams
- 1.2 Purchase Order Management: To be responsible for the ordering ensuring cost effective procurement in line with the Sixth Forms policies and procedures
- 1.3 Assisting in the maintenance/service of cross site resources such as vehicles
- 1.4 Maintaining and monitoring the Facilities contract register ensuring it is up to date informing the Director of Facilities of contractual periods
- 1.5 Maintain a clear system of Sixth Forms archived documents ensuring they are kept organised and secure
- 1.6 Deputising for the Director of Facilities as required.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form
- 2.2 The ability to work effectively in a team and with a range of people as well as being able to work independently within agreed timescales
- 2.3 Strong organisational and time management skills, with the ability to prioritise tasks
- 2.4 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour
- 2.5 To hold a current UK Driving licence
- 2.6 Ability to communicate effectively with all stakeholders

- 2.7 Have basic experience of general maintenance tasks such as electrical and plumbing skills
- 2.8 Have some experience of security management
- 2.9 To have good IT skills including a working knowledge of Microsoft packages appropriate for the role.
- 2.10 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.
- 2.11 The ability to communicate well with young people and to have an understanding of some of the challenges they face.