



Sutton Coldfield Grammar School for Girls

Application Pack for Building Services Manager

Start date: **March 2025**

Closing date for applications: **9.30 am on Thursday 23rd January 2025**

Interview date: **Tuesday 28th January 2025**

Permanent Post, 37.5 hours per week, whole year
Monday to Friday, 3-week shift rotation

Actual salary range: £32,451 to £35,254
(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in this post. Following the retirement of our Building Services Manager after an incredible 18 years' service to the school, we are seeking a hardworking, responsible, and trustworthy team leader to manage our dedicated site team and ensure the high standards of our school environment are maintained. In addition to the Building Services Manager, our site team includes two Assistant Building Services Supervisors and our cleaning team. We are looking to appoint a positive and flexible individual to work Monday to Friday on 3-week rotational shifts to cover 5am to 7.30pm (and up to 10pm when supporting school events).

We are fortunate to have great facilities including a historic main building complemented by contemporary, modern buildings such as our new classroom block and sports hall. Over the last 5 years we have spent over £3m making improvements to the school infrastructure such a new heating system including boilers and roof replacement and look to develop this further.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. There are over 1,200 students in the school, including 316 students in our sixth form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. We provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses, we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description - Building Services Manager

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Director of Finance and Operations

Job Purpose

- To be responsible for an efficient and effective site support service, ensuring the security and general appearance of the school site and grounds are maintained to the required standards.

Key Responsibilities:

Whole School Responsibilities – Security/Health and safety

- Ensure that the building is open at the commencement of the morning shift and that it has been secured at the end of the evening shift.
- Manage the school site on a day-to-day basis including school-based events outside of normal school hours, including Governing Board meetings, teaching staff meetings and PA events.
- Ensure that the building has been checked at the start of the day for vandalism and break ins and report these as soon as practicable to the Director of Finance and Operations.
- Take responsibility for the security of the site and checks of the building outside school hours, responding as the first point of contact for the out of hours security management company.
- Maintain a register of keys issued and ensure all regular compliance and statutory site checks are carried out. This includes water hygiene, emergency lighting and fire systems, and ensuring that security and fire alarms, CCTV and shutters are in working order.
- Take immediate appropriate action in the event of a major incident e.g. fire, flood, gas escape, breaking and entering, or other major incident involving the emergency services.
- Provide access to the school as may be reasonably required outside the normal hours of opening, including in the event of flood, snow or other similar emergencies.

Cleaning

- Take responsibility for the efficient and effective running of the site and grounds including repairs, maintenance and cleaning.
- Carry out cleaning checks, ensuring appropriate standards have been met, and any cleaning complaints are recorded, investigated and dealt with appropriately.
- Manage the requisition, storage, stock levels and distribution of toiletry and cleaning products and ensure paper towels, toilet rolls and soap in toilet areas are replaced daily.
- Ensure all hard surfaces are cleared of potentially dangerous obstructions, regular clearance schedules followed to remove gutter obstruction, storm drains regularly inspected, and outside steps and main pathways made safe after snow or frost by cleaning/salting as needed.
- Arrange the clearance of blockages, remove foreign matter from sinks and toilets, and clean up spillages daily.
- Take responsibility for litter picking and ensure all areas of the site are kept in a clean condition, including outside areas and approaches.
- Ensure systems are in place for the regular clearance of refuse bins and the emptying of wastepaper bins.

Staff Management and General Estates Responsibilities

- Line manage and develop the site supervisors and cleaning team, encouraging team spirit and ensuring good time keeping.
- Ensure that effective staffing arrangements are in operation when the building is open, providing emergency cover in the absence of cleaning staff.
- Ensure all members of the Site Supervisory Team and the Cleaning Team adhere to the standards of Control of Substances Hazardous to Health (COSHH).
- Ensure room spaces are set up according to instructions for use during the day and after school; for example, assemblies, events and open evening.

Job Description - Building Services Manager

- Raise purchase orders as necessary, organise the receipt of deliveries, store them securely and arrange for the internal transport of goods to their designated location around school.
- Ensure that hot and cold-water outlets are turned on as appropriate, following a period where the premises have been substantially unused for one week or more, to avoid risks of water contamination.
- Oversee the operation of heating plant, reporting any deficiencies in the heating system as a matter of urgency.
- Ensure that the appropriate materials and equipment are available on site, that all equipment is included in the appropriate repair and maintenance programme, and reports submitted to the Facilities and Compliance Manager.
- Ensure all repairs and general maintenance duties are completed with due observance to Health and Safety at Work regulations. Liaise with the Facilities and Compliance Manager regarding ongoing repairs, meter readings, maintenance and building projects.
- Monitor the work of contractors working on site, be their main point of contact and report any issues to the Facilities and Compliance Manager.
- Complete the necessary daily/weekly/monthly checks including risk assessments, water hygiene tests, emergency lighting, fire, building security etc.
- Provide appropriate assistance to the school's letting management team to ensure that the lettings are conducted in an orderly manner.

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher/Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

Qualifications	<ul style="list-style-type: none">• A good standard of general education• Willingness to undertake IOSH training, if not already completed.• First Aid at Work Certificate or willingness to complete necessary training.
Knowledge & Experience	<ul style="list-style-type: none">• Experience of leading and motivating a team effectively.• Evidence of compliance experience with statutory site regulations.• Knowledge and experience of DIY skills, carpentry, plumbing and small repairs to plastering. Ability to carry out general repairs without supervision.• Experience of carrying out health and safety checks and maintaining relevant records.• Experience of premises management, with responsibility for the security and safety of site buildings and grounds.• Awareness of Health and Safety legislation, standards of Control of Substances Hazardous to Health (COSHH).• Experience of ensuring the safe operating of commercial cleaning and site maintenance equipment for yourself and the wider team.
Skills	<ul style="list-style-type: none">• A strong team player with a flexible, resourceful approach, evidence of initiative and a can-do attitude.• Ability to develop good working relationships with staff, students, visitors and all users of the school site.• Ability to use effective verbal, written and interpersonal skills to communicate confidently at all levels.• Strong organisational and planning skills to manage daily operations and support school events.• Decisive, able to work calmly under pressure, manage time effectively and meet deadlines.• Excellent problem-solving skills.• IT competent, particularly in Microsoft Office Software• Ability to take responsibility, remain observant and attentive to detail.• Personal Integrity, honesty and sound judgement.• Discretion and trustworthiness – handling keys, security and confidential matters with integrity• Committed to the ethos of Sutton Coldfield Grammar School for Girls.
Work-related personal requirements	<ul style="list-style-type: none">• Willing and able to work outside normal hours when required• Capable of working with machinery or moving heavy equipment.• Willing to undertake relevant training• Be committed to safeguarding and promoting the welfare of children and young people.





What you can expect as a member of Support Staff at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The initial support of a Buddy
- Full access to the induction programme
- The support of your line manager
- Guidance for career development through appraisal and professional development
- The opportunity to join the West Midlands Pension Scheme
- The opportunity to join the BHSF Healthcare Plan and/or sign up to our Cycle to Work Scheme.

As a member of member of support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Attend parents' evenings, open evenings, INSET days as required
- Take part in department, pastoral, and other staff meetings as required
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Keep up to date with developments in your own subject
- Ensure your classroom practice is inclusive and reflects a full awareness of the requirements of the Teachers' Standards

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and addressed to Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Thursday 23rd January 2025.

Interviews will be held on Tuesday 28th January 2025.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.





Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

