



St. Mary's Catholic Primary School
Herringthorpe Valley Road
Rotherham
S65 2NU
Tel: 01709 361502
www.stmarysherringthorpe.co.uk

Job Title: Facilities Supervisor

Contract: 37 hours per week, 52 weeks per year, split shift – Monday – Thursday 7am – 11.30am / 3pm – 6pm,
Friday 7am – 11.30am / 2.30pm – 5pm

Start Date: ASAP

Salary: Band E £25,584 - £27,269

Reporting to: Business Manager

Closing Date: Monday 20th January 2025 @ 9am

Interviews: TBC

We are delighted that you are considering applying for the Facilities Supervisor at St. Mary's Catholic Primary school, Rotherham, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

This is an exciting opportunity to join our team as a member of staff, to develop both personally and professionally, and to play a significant role in the continued success and ongoing development of our school.

We are looking for someone who will:

- Be responsible for developing and implementing school procedures to maintain site security for example key holding, emergency response and out of hours call outs, opening and locking procedures, lettings, reviewing CCTV system, etc.
- Be responsible for performing delegated duties to contribute to the school's statutory compliance programme ensuring the site is fulfilling its obligations and adhering with current legislation for example monitoring and testing of Fire Procedures, Legionella checks, Asbestos management etc.
- Be responsible for arranging servicing of school premises assets and maintaining accurate records including reporting to line manager the required actions to achieve a compliant site
- Contribute to producing an assets management plan and be responsible for the delivery of key areas within a defined period of time
- Ensure the effective operation of heating, lighting and water systems including routine maintenance of boiler systems arranging servicing and the overall efficiency of energy use of the school site
- Be responsible for developing/implementing a planned preventative maintenance programme for routine inspections including, fixtures, fittings, furniture and grounds to assess for day-to-day repairs and programmed work



Tel: 01709 914070 | Email: admin@stfranciscmat.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



- Be competent in carrying

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher. Application forms and further details are available by emailing the Business Manager, Catherine Peace at office@smh.school

We will offer you:

- A good school with a strong Catholic ethos and excellent community and parish links
- A caring and positive working environment
- Enthusiastic and confident children who enjoy all aspects of school life
- Effective, supportive and dedicated staff, governors and parents
- Opportunities to grow professionally

If you are interested in this post, informal visits to our school are very warmly welcomed; please contact Catherine Peace, School Business Manager at office@smh.school to arrange an appointment to come and meet with the Headteacher.

How To Apply:

For an application pack please visit stfcmat.com/vacancies. Completed application forms should be returned to Catherine Peace, School Business Manager at office@smh.school by the closing date of **Monday 20th January 2025 @ 9am.**

<https://stfcmat.com/wp-content/uploads/2025/01/Facilities-Supervisor-Advert.pdf>

