Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Site Manager

SALARY RANGE: Grade PO1, SCP 27-30

Dear Candidate

Many thanks for your interest in St Hilda's and the post of Site Manager.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 6 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2023 SIAMS Keeping On Track report highlighted ' The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position of Site Manager who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact HR by email should you wish to arrange a visit recruitment@st-hildas.co.uk



I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Site Manager.**

Thank you for your time,

Mrs Jo Code, Headteacher

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone. Building on foundations of wisdom, hope, community, dignity, equality and diversity, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

Leadership Team

Jo Code, Headteacher.

Karen Kearns, School Business Manager.

Robert Lawton, Deputy Headteacher, Pastoral.

Andy Smith, Deputy Headteacher, Quality of Education.

Carina Bird, Assistant Headteacher, Quality of Education, CPD.

Liz Cowdell, Assistant Headteacher, Quality of Education, Data & Assessments.

Andrea Howard, Assistant Headteacher, Head of St Hilda's College.

Lisa Franks, Executive SENDCo.

John Martin, Assistant Headteacher, Behaviour and Attitudes.

Nancy Martin - Associate Assistant Headteacher, Head of Christian Distinctiveness & RE.

Conor Merrick, Associate Assistant Headteacher, Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher, Early Careers and Appraisals.

Anthony Washington, Senior Head of House, Behaviour and Attitudes.

Elizabeth Heague, Non-teaching DSL.

Kate Hester, SENDCo.

Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!





Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

St Hilda's CE High School

Croxteth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709
E: info@st-hildas.co.uk
I: www.st-hildas.co.uk

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.

ST HILDA'S CE HIGH SCHOOL

Site Manager

Working time:	Full time (all year round), 35 hours per week, Monday to Friday
Grade:	PO1 – SCP 27 to 30 (£39,481 to £42,123)
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Headteacher/Business Manager
Working with:	Business Manager/Facilities Team/Cleaning Team/Catering Team

PURPOSE OF POST

- To take a lead role in the effective management, organisation and supervision of all matters relating to, and all staff involved with St Hilda's premises. This will include managing premises issues as they arise, and developing a premises and maintenance plan to ensure that the premises are fit for purpose and meet the requirements of health, safety and welfare legislation. To oversee services provided by the caretaking, cleaning and catering teams. Underpinning this is a need to focus on using best practice to improve efficiency by appropriately managing operating costs and increasing overall effectiveness.

MAIN DUTIES AND RESPONSIBILTIES

- organise and coordinate on-site services and resource requirements to ensure service is maintained to the highest standard and is delivered with minimal disruption to teaching and learning;
- manage the school's planned maintenance programme and ensure the delivery of agreed aspects of the programme (working with appropriately qualified and experienced personnel/consultants as appropriate);
- monitor and maintain the condition of site buildings and grounds to ensure appropriate standards are achieved; to ensure this the Site Manager may at times be required to work flexible hours;
- line management of staff supporting lettings activities, including the weekday Caretaker and weekend Lettings Assistant; overseeing the operational delivery of the school's lettings programme, ensuring a high-quality service for hirers, compliance with safeguarding, health and safety and security requirements
- up to given limits, investigate the availability and suitability of options for improvement to premises, then agreeing the scope of the work with the Headteacher/Business Manager and obtain quotes from third party contractors (in line with the school's procurement procedures)

prior to instructing them to undertake the work to demonstrate that best value has been obtained;
- contribute to the strategic planning and development of the school site in consultation with specialised and appropriately qualified and indemnified consultants, Senior Leadership Team (SLT) and the Governing Body;
- order, maintain and store materials and equipment, implementing appropriate control systems;
- ensure the physical security of the site including the fire and intruder alarm systems, emergency lighting, CCTV and other systems, ensuring that they are checked and functioning correctly.
- assist with the removal of rubbish and waste materials to the authorised disposal point when required
- take all reasonable precautions to safe-guard the heating system, water storage tanks and toilets from freezing during severe frosts
- line manage the Cleaning Supervisor and oversee the cleaning operation within the school;
- work with the Cleaning Supervisor to upskill existing staff and implement strategies to increase efficiency
- line manage the Caretaker
- line manage the Catering Manager and oversee the catering operation within the school;
- maintain and monitor the Catering budget
- work with the Catering Manager to upskill existing staff through CPD programme and implement strategies to increase efficiency, reduce waste and improve food offer
- conduct performance reviews and other line management tasks in line with school policy;
- in association with SLT, developing a disaster recovery strategy to include a detailed plan
- pro-actively manage the premises and key building management and control systems including fire safety and intruder alarms, plant and equipment and electrical systems;
- ensure building systems and assets are maintained in such a way as to reduce running costs and maximise their life;
- create positive relationships with suppliers, encouraging them to bring innovation and best practice to each contract;
- supervise contractors when undertaking work on school buildings and grounds, checking that agreed work by contractors has been completed satisfactorily, and following up on any deficiencies;
- ensuring safe working practices and appropriate quality standards are maintained throughout the school;
- maintain and monitor the budget for all site-based areas of responsibility.
- Devise, implement and report on whole school H&S training, identifying and allocating appropriate training to staff.
- Liaise with Heads of Department/Technicians to ensure checks relevant to their area are performed and recorded at appropriate intervals.
- oversee and take responsibility for the line management of the school's Health and Safety Officer;
- oversee and take responsibility for the management of the school's designated Fire Officer. Ensure that all fire related systems are regularly maintained and tested, appropriate records are kept and all related policies and procedures are reviewed and updated as necessary;
- maintain a register of Risk Assessments for operations undertaken by the premises, and cleaning/catering teams
- ensure effective risk management processes/recommendations are followed including applying risk assessment tools to identify hazards and associated risks;
- obtain risk assessments and method statements from third party contractors prior to them starting work on site;
- manage the implementation of the school's Health and Safety policy, ensuring that all stakeholders (including contractors) comply with the appropriate legislation;
- ensure internal security procedures are adhered to, reporting any issues to the Headteacher/Business Manager
- take responsibility for the safety of the buildings and grounds at all times through the deployment and development of appropriate systems and operations;

- prepare and review risk assessments, statutory documentation, logs and records
- ensure system compliance and undertaking statutory, routine and ad hoc inspections and audits of systems and processes, e.g. those in place to prevent legionella, and those in place to ensure gas safety;
- in line with appropriate contingency planning, manage emergencies or urgent issues as they arise;
- be responsible for the safe use of the school minibus, ensuring that 8-weekly safety checks are carried out in line with Section 19 Regulations, all defects are repaired and that the vehicles are available and safe to use; and
- ensure that the system of "booking out" for any of the school vehicles is maintained and up to date.
- attend meetings within the school and external events as required
- prepare policy and review papers as required and requested
- maintain a presence in national professional networks and, through these and other means, ensure a current overview of sector policies and developments
- manage the staff development programme for the premises team, and the cleaning team, including conducting staff development reviews and participating, as required, in training, induction and staff development events.
- undergo First Aid at Work training and update courses as required
- undertake any necessary professional development as identified in, or that may be necessary to implement, the School Improvement Plan
- maintain a professional learning log and portfolio of evidence to support the Performance Management process
- to promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- to recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- to support the Head Teacher in promoting the Christian ethos of the school.
- to undertake such other duties as the Head Teacher may require from time to time
- to be willing to undertake First Aid training

WIDER RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to:

- support our 6 values of Wisdom, Hope, Community, Dignity, Equality and Diversity;
- be sympathetic to the teachings of the Church of England;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- participate professionally in the school's performance management systems;
- take responsibility for personal professional development;
- take part in professional development activities and inset organised by the school;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings;
- take part in marketing and liaison activities and other appropriate school events;
- recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy;

- promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to
- support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazard.

Person Specification

In your letter of application, please *demonstrate* how you meet these criteria.
Do not include a curriculum vitae.
Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualification & Experience requirements

	Essential	Desirable	Source
Good level of Literacy and Numeracy- i.e. GCSE or equivalent standard	E		A
Health and Safety qualification/training	E		A
Successful experience in site/facilities management	E		
Supervision, training and management of staff	E		
Management qualification or training		D	
BIFM qualification or equivalent		D	
Successful experience of working in an educational or similar environment		D	
NEBOSH qualification		D	
First aid qualification		D	A

[B] Knowledge/Understanding

	Essential	Desirable	Source
Understanding of health, safety and welfare regulations, and of best practise affecting site management.	E		A/I
Experience of communicating with a wide range of colleagues at all levels and with external stakeholders and contractors.	E		A/I
Full working knowledge of relevant policies, codes of practice and legislation.	E		A/I
Experience of procurement and budget management.		D	A/I
Understanding of school roles and responsibilities		D	A/I

[C] Personal Qualities and Skills

	Essential	Desirable	Source
Ability to solve problems and design solutions	E		A/I
The ability to show initiative, prioritise, and manage one's time appropriately	E		A/I
The ability to work constructively as part of a team	E		A/I
Good organisational skills – the ability to complete tasks to deadline personally or through colleagues The ability to function to the highest professional standards in a demanding and constantly developing collegiate environment	E		A/I

Common courtesy, tact, confidentiality, reliability, punctuality	E		A/I
St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.	E		A/I

[D] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

[E] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

How to apply and the Selection Process

Closing date: 09.00am, 3rd December 2026

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

Formal interview at the school: 8th December 2026

