



Recruitment Pack

**Site Services Co-Ordinator**





## Contents

- Welcome from the CSEL and Chair of the Board of Directors
- Our Values
- Saint Oscar Romero
- Job Advert
- Job Description
- Person Specification
- How to apply

## Welcome from Katy Cox

### Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

## Welcome from Angela Ager

### Chair of the Board of Directors

Dear Applicant

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully

Angela Ager (Chair of Directors)

# Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

## **Faith: To nurture our belief in God.**

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

## **Service: To live out the responsibilities of our faith by serving others.**

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

## **Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.**

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

## **Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.**

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

# Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

## The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



# Job Advert

## Site Services Co-Ordinator

37 hours per week, full year

**Flexibility in working hours required**

Grade 6, SCP 11 – 19 (£27,269 - £31,067)

**Responsible to: Site Services Manager**

**Main Location: Romero Central Office with  
travel to other sites**

**Required to commence: As soon as possible**

The Trust's Site Services Co-Ordinator will be responsible for co-ordination, and provision, of practical day to day maintenance, facilities and statutory compliance services across Romero Catholic Academy Trust schools.

The successful candidate will have the ability to use their initiative to resolve a variety of premises issues in a safe and cost-effective manner. It is essential that the successful candidate also has the ability to prioritise tasks, communicate well and deliver great service to our schools.

A flexible approach and positive attitude towards work is essential.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**  
[www.romerocat.com](http://www.romerocat.com)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing date:** 28<sup>th</sup> January 2025 @ 12 noon  
**Shortlisting date:** 30<sup>th</sup> January 2025  
**Interview date:** 3<sup>rd</sup> February 2025



# Site Services Co-Ordinator

## Job Description

### Job Purpose

To co-ordinate and provide practical day to day maintenance, facilities and statutory compliance services across Romero Catholic Academy Trust schools.

### Main Duties and Responsibilities

#### **Security**

- Act as a key holder and carrying out security procedures for school buildings and grounds, across designated school sites. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarms
- Providing direct support for schools to enable operations in the event of snow or minor flooding or similar emergency situations
- Dealing with enquiries from employees of the Trust, workers and contractors and managing contractor activity on-site

#### **Maintenance**

- To monitor the work of cleaning and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors. Provide hands-on assistance where required.
- To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes
- Draw up, or assist in the drawing up of site maintenance plans and specifications for work to be undertaken by contractors and arrange for works to be undertaken
- Identify building fabric and services defects, diagnose faults and specify repairs to enable effective maintenance
- Monitoring the progress of projects involving outside contractors
- Monitoring the grounds maintenance function, including managing the contract for the provision of grounds maintenance where one exists
- Undertake general caretaking duties, practical repairs and basic maintenance tasks
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate
- To arrange for the site services team to carry out first-line repairs which are not beyond the competence of the staff concerned
- Order and manage equipment and consumables to enable fixes, as required
- Carry out site assessments to cover Maintenance, Health & Safety, Facilities and statutory compliance tests
- To log, update and manage all activity using the Computer Aided Facilities Management system ('Iamcompliant')

- Support and undertake equipment moves/changes as required

#### **Contractor and Supplier Co-ordination**

- Coordination of contractors
- To liaise with, instruct and manage third party suppliers in order to resolve issues

#### **Health and Safety**

- To be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations
- Monitoring the appropriate Health and Safety procedures in use in the school and reporting any issues to the Health and Safety Committee for the school
- To develop and implement policies and procedures in the area of Health and Safety within the school
- To ensure that the appropriate staff within the school are fully aware of CoSHH legislation
- To undertake regular testing of the school burglar and fire alarm system, and to maintain appropriate records in relation to this
- Undertake unsupervised checks and tests of building services and systems – such as Legionella, fire detection systems, heating systems and alarm systems
- Undertake periodic H&S inspections and ensure H&S is considered as part of all activities

#### **Customer Focus**

- Promote and provide excellent customer service as part of the wider Estates and Compliance Team

#### **Additional supporting information – specific to this post**

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.



# Site Services Co-Ordinator

## Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
<b>Qualifications and Training</b>		
NVQ Level 3 in Caretaking or a construction-based trade (or equivalent)	D	A/C
5 GCSEs, including Maths and English, Grade C or above (or equivalent)	D	A/C
IOSH qualification or Health and Safety qualification relevant to the role	D	A/C
Full UK driving license and possess a vehicle to travel between academies	E	A
Willingness to undertake relevant training and identify own development needs	E	I
<b>Knowledge and Experience</b>		
Experience in a school site supervision, facilities management or maintenance role	D	A/I/R
Knowledge and experience of repairs, maintenance, reactive and planned maintenance	E	A/I/R
Experience of identifying building fabric and services defects, diagnose faults and specify repairs to enable effective maintenance.	E	A/I
Experience of dealing with third party suppliers and contractors	E	A/I
Knowledge of Health and Safety compliance tests and checks	D	A/I
Knowledge of COSHH guidelines	D	A/I
Experience of undertaking unsupervised checks and tests of building services and systems – such as Legionella, fire detection systems, heating systems and alarm systems.	E	A/I
<b>Skills and Abilities</b>		
Ability to identify building fabric and services defects, diagnose faults and specify repairs to enable effective maintenance.	E	A/I/T
Ability to prioritise and organise personal workload	E	A/I

Ability to use initiative to resolve a variety of premises issues in a safe and cost-effective manner	E	A/I	
Ability to work proactively with minimal supervision	E	A/I	
Strong problem-solving skills	E	A/I	
Ability to plan and manage minor work tasks to time and within budget	E	A/I	
Flexible approach and positive attitude towards work (and to working hours, to respond to issues as they arise)	E	A/I	
Effective communication skills (Oral and written)	E	A/I	
Good attention to detail	E	A/I	
Ability to drive and use own vehicle to travel between sites	E	A	
<b>Other</b>			
Strong Customer Focus	E	A/I	
To act as a positive role model, leading by example	E	A/I	
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I	
Commitment to equality and diversity	E	I	
Commitment to health and safety	E	I	
Essential car user	E	A	
<b>Note: We will always consider your references before confirming a job offer in writing</b>			
<b>Prepared by:</b>	<b>RCAT HR Team</b>	<b>Date:</b>	<b>January 2025</b>

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Attendance**

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## **How to apply**

If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**

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**Completed application forms, and associated documentation, should be returned to the HR department via e-mail: [careers@romerocat.com](mailto:careers@romerocat.com)**

DIOCESE OF  SALFORD

 **Romero**  
Catholic Academy Trust