



"Deo Reddite Dei"

"Give back to God what belongs to God"

3rd March 2023

Dear Applicant,

Premises Manager: Application Pack

Thank you for your interest in the position of Premises Manager at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

- External Advertisement
- Job Description
- Our History
- Mission Statement
- Our Results
- How to Apply

The following important documents are also available on our website:

- School Prospectus: https://stjohnfisher.school/wp-content/uploads/PDF/KS3_CURRICULUM/SJF_Prospectus_ONLINE_V1-0.pdf
- Sixth Form Prospectus: https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf
- Application Forms: <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,

Dympna Lennon
Headteacher

MRS D.LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123

e headteacher@stjohnfisher.school

w www.stjohnfisher.school



@StJohnFisherMedway



@St_JohnFisher



St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

"Deo Reddite Dei"

"Give back to God what belongs to God"

External Advertisement: Premises Manager

The Governing Board is seeking to appoint an enthusiastic Premises Manager to lead the Premises Team from March/April 2023.

The successful candidate will be experienced in building management, maintenance and site security. Basic knowledge of Health and Safety legislation and experience of maintaining accurate and up-to-date administration, report and records is a must. Essential qualities include being able to work independently and show initiative when problem solving.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students aged 11-18. A brand new school building (completed February 2023) with free parking and excellent facilities. Our mission statement is that **'St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community'**. As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent.

We are happy to offer visits and informal discussions of the role: please contact e.fisher@stjohnfisher.school for further information. Agencies are invited.

Closing date for applications: Monday 20th March 2023

Interviews will take place shortly after the closing date.

Shortlisted candidates only will be contacted for interview which will take place shortly after the deadline. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

MRS D. LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
w www.stjohnfisher.school

f @StJohnFisherMedway

t @St_JohnFisher



Archdiocese
of Southwark





"Deo Reddite Dei"

"Give back to God what belongs to God"

JOB DESCRIPTION

We are committed to safeguarding and promoting the welfare of children

Designation: Premises Manager
Grade: C2 Medway Points 12 – 25
(Currently £24,496 - £32,020)
Employed for: Full Time, 37 hours per week

Professional Relationships:

Responsible To: Chief Operating Officer
Responsible For: Leading the premises team and the maintenance, health and safety and security of our school and buildings

Person Specification

Essential Skills

- To be able to work independently and show initiative when problem solving
- Experience of building management, maintenance and site security
- Basic knowledge of Health and Safety legislation and requirements
- Experience of maintaining accurate and up-to-date administration, reports and records
- Ability to be vigilant for any health and safety hazards; reporting and mitigating risk immediately
- Good level of education 5+ A*-C grades GCSE with En/Ma and Level 3 qualifications or equivalent
- Flexibility, resilience, adaptability and commitment to work as part of a team
- Ability to work independently.
- Meet deadlines
- Very organised – excellent time management and organisation skills
- Make decisions
- Take initiative
- Work under pressure

MRS D.LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
w www.stjohnfisher.school

f @StJohnFisherMedway

t @St_JohnFisher



"Deo Reddite Dei"

"Give back to God what belongs to God"

Desirable Skills:

- Experience of working in a school environment
- Experience of generating income through letting of facilities
- Practical experience in one or more of the following: carpentry, plumbing, general and ground maintenance, electrical building maintenance and heating systems

Purpose:

Accountabilities	Indicative tasks/actions
Lead the premises team	Overseeing and line management of premises team Conduct regular line management meetings promoting staff wellbeing and encouraging professional development Managing workload distribution Compile holiday rotas to ensure the school site is staffed adequately during the school holiday periods
Managing repairs and monitoring systems performance	Reporting on any defects identified on the school site Co-ordinating the repairs via correct procedures ensuring any warranties are not invalidated Monitoring the BMS (Building Maintenance System) to ensure the building is running effectively and efficiently
Monitor and act according to the PPM	Understand the importance of complying with the PPM (Planned Preventative Maintenance) schedule and take the necessary steps to ensure maintenance is carried out in a timely and methodical way
Ensure compliance with safety and security regulations	Maintain up-to-date knowledge of safety and security regulations Ensure school complies with the appropriate regulations and keep records accordingly

MRS D.LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
w www.stjohnfisher.school

f @StJohnFisherMedway

t @St_JohnFisher



St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

"Deo Reddite Dei"

"Give back to God what belongs to God"

Build good working relationships with external contractors	Liase and co-ordinate with list of agreed contractors to ensure the school site is run efficiently and effectively
Responsible for the letting of school facilities to external providers	Respond to initial external enquires and handle bookings accordingly Work with the School Business Manager to ensure paperwork and income is processed correctly Organise premises team staffing for out of hours lettings
Key holder responsibility	Be responsible for unlocking/secure locking up of school site when on duty Be a designated out of hours contact with intruder/fire alarm system
Additional premises activity as needed	Other duties – weekend/evening working hours may be required for out of hours lettings

MRS D.LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
w www.stjohnfisher.school

f @StJohnFisherMedway

t @St_JohnFisher



Archdiocese
of Southwark





St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

"Deo Reddite Dei"

"Give back to God what belongs to God"

Our History

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority and the only secondary school operating across two sites. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dymphna Lennon, in September 2016. This was recognised in our 'Good' Ofsted in May 2019, with inspectors commenting that 'standards across the school have improved since the last inspection' and 'Teaching, learning and assessment are strong across subjects.' Our August 2019 GCSE results were our best-ever and our A Level results were the second highest comprehensive school results in the local authority. SJF's sixth form offers a wide range of academic and vocational qualifications, further extended by our collaborations with local grammar schools. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme, helping students to reach the top universities.

SJF is the recipient of a multimillion-pound grant from the Department for Education's Priority Schools Building Programme which will be used to build new school facilities for our students so that they have the resources they deserve. We will move into our new school in Spring 2023.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you'll want to be part of it.

Our Mission Statement

St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally forming them through Faith, so that they can achieve their aspirations and contribute to their community.

MRS D. LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
w www.stjohnfisher.school

f @StJohnFisherMedway

t @St_JohnFisher



Archdiocese
of Southwark





"Deo Reddite Dei"

"Give back to God what belongs to God"

How to Apply

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position. **You are also asked to complete a Recruitment Monitoring form and a Rehabilitation of Offenders Disclosure form (also available from our website).**

Your completed forms should be returned to:

Mrs. E. Liffen, Headteacher's PA
St. John Fisher Catholic Comprehensive School
City Way
Rochester
Kent
ME1 2FA

Or by email to e.liffen@stjohnfisher.school

Closing date for applications: Monday 20th March 2023

Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found. Interviews will take place shortly after the closing date. If you have any questions, please contact Ellie Fisher, Chief Operating Officer, at e.fisher@stjohnfisher.school

MRS D. LENNON
HEADTEACHER

Upper Site Ordnance Street,
Chatham, Kent, ME4 6SG

Lower Site 79 Maidstone Road,
Chatham, Kent, ME4 6DP

t 01634 543123
e headteacher@stjohnfisher.school
w www.stjohnfisher.school

f @StJohnFisherMedway

t @St_JohnFisher