

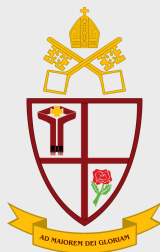


St Augustine's Catholic College

Together we're stronger

Candidate Information Pack Premises Manager





Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St. John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a **'son or daughter of a great King.'** We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included.

We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community. At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment: *"The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does."* For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society.

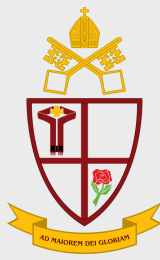
In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment. Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students.

Developing the capacity of leadership throughout the College at all levels is at the heart of how we seek to unlock the potential in everyone. We look forward to learning more about what you can bring to our team and how we can challenge and support you on your journey to reaching your full potential.

Aidan Dowle
Head Teacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at hr@st-augustines.wilts.sch.uk.





Mission Statement

This statement combines the reflections of staff and students in 2024/25

At St Augustine's we aim to deliver a high-quality education that inspires students and staff to explore their unique gifts, realise their full potential, and contribute meaningfully to an ever-changing world.

As a Catholic Lasallian College, we are dedicated to creating a safe, welcoming and inclusive community where every individual's dignity is respected, valued, and supported.

Guided by our faith and rooted in Gospel values, we believe that 'Together, we're stronger.' (1)

(1)The title of our College Song



"To touch the hearts of your students is the greatest miracle you can perform"

St John Baptiste De La Salle



Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance





About the role

We are seeking an experienced and motivated Premises Manager to lead the safe, compliant and efficient operation of our school estate. This is a key leadership role overseeing all statutory compliance, Health & Safety, emergency planning and premises-related safeguarding. You will also line-manage and develop our premises and in-house cleaning teams.

The successful candidate will have strong technical knowledge, excellent organisational skills and the ability to manage a diverse site in a busy educational environment. You will also provide clear, structured reports to senior leaders and governors on our compliance status and estate condition.

Additional payments are available for lettings and events attended outside of normal working hours.

We offer:

- A supportive and collaborative environment
- Professional development opportunities
- A role where your work directly supports the safety and success of our community

If you are dedicated, reliable and passionate about maintaining an exceptional learning environment, we would love to hear from you.





Job Description

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: Premises Manager

Reports to: Business Manager

Pay Grade: Grade H – I SCP 15 – 20 (dependent on qualifications, competencies and experience)
The post attracts additional payments for lettings and events outside of core working hours

Hours: 37 hours per week, all year round

Job Purpose:

The Premises Manager is the College's lead professional responsible for ensuring that the site is safe, secure, compliant and well maintained at all times. This role carries full responsibility for:

- Statutory and regulatory premises compliance
- Health & Safety management across the estate
- Development, supervision and training of all premises and in-house cleaning staff
- Delivery of high-quality, efficient and safe day-to-day operations
- Preparation of clear compliance and estate condition reports for SLT and governors

The postholder will play a strategic and operational role in ensuring that the school's estate supports excellent teaching, learning and pastoral care.

Main responsibilities:

Strategic Estate Management

- Work with SLT to develop, deliver and review the College's estate strategy.
- Provide professional advice on the condition, utilisation and future needs of the estate.
- Gather, analyse and present data to inform decision-making on maintenance, capital investment and risk management.
- Ensure the estate fully reflects the values and high expectations of St Augustine's.

Compliance, Health & Safety and Safeguarding

- Act as the College's lead competent person for premises-related statutory compliance.
- Maintain a robust compliance matrix covering all required inspections, certificates and remedial actions (including electrical, gas, fire safety, asbestos, legionella, lifting equipment, pressure systems and specialist educational equipment).
- Ensure all compliance evidence is current, accessible and audit-ready.
- Lead on Health & Safety across the estate, updating policies and ensuring consistent implementation.
- Ensure all contractors follow safeguarding and H&S protocols, with appropriate supervision and induction.

Risk Assessments and Emergency Planning

- Lead, maintain and review all premises-related risk assessments, ensuring actions are addressed promptly.
- Ensure COSHH assessments and safe systems of work are in place for all relevant tasks.
- Lead on emergency planning, including fire evacuation, business continuity and incident management.
- Promote a culture of proactive risk management and accurate reporting.

Line Management, Training and Team Development

- Line manage the entire premises team and in-house cleaners, ensuring efficient deployment and high standards.
- Conduct appraisals, performance reviews and target setting.
- Ensure comprehensive induction and ongoing training for all team members, including mandatory H&S and safeguarding training.
- Set clear standards for conduct, communication and customer service.
- Ensure lettings cover and event staffing are planned and staffed effectively, using the team appropriately and ensuring fair distribution of out-of-hours duties.

Operational Premises Management

- Oversee day-to-day operation of the site to ensure it remains safe, clean, secure and fit for purpose.
- Maintain systems for planned preventative maintenance (PPM) and reactive repairs.
- Oversee security, including key management, call-out arrangements and alarm systems.
- Ensure rooms, facilities and equipment are prepared for College events, exams, lettings and curriculum needs.
- Monitor utilities usage and support sustainability initiatives.

Contractors, Lettings and External Services

- Manage contractors on site, ensuring compliance with safeguarding, H&S and procurement requirements.
- Maintain permit-to-work processes and verify method statements and RAMS.
- Support and oversee all lettings and community use of the site, ensuring safe operation, clear communication and appropriate staffing.
- Participate in the out-of-hours cover and lettings support rota.
- Additional payments for lettings/out-of-hours attendance will be made in accordance with the College's approved schedule.
- Monitor and review service contracts for quality, compliance and value.

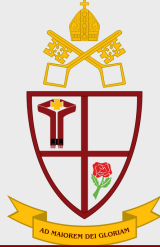
Budget and Resource Management

- Support the Business Manager in preparing and managing the premises budget.
- Ensure best value through competitive quotes, procurement compliance and effective stock control.
- Manage small premises projects from concept to completion.

Reporting to SLT and Governors

- Produce clear, structured reports summarising:
 - Statutory and regulatory compliance status
 - Key risks and mitigation
 - Estate condition and priorities
 - Incident and accident data
 - Progress against maintenance and project plans
- Attend SLT or governor meetings as required.

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications / training	<ul style="list-style-type: none"> Relevant technical or professional qualification in facilities/premises/estate management OR substantial equivalent experience IOSH Managing Safely (or willingness to undertake) Safeguarding training in line with College policy 	<ul style="list-style-type: none"> Training or recognised experience in a practical trade NEBOSH General Certificate Training in fire safety, legionella, asbestos, electrical compliance Understanding of Good Estate Management for Schools (GEMS) 	Application form
Professional knowledge and experience	<ul style="list-style-type: none"> Significant premises/estates management experience in a school or similar environment Strong working knowledge of statutory compliance and H&S Experience leading a team and managing contractors Experience leading/coordinating small-scale project management tasks that contribute to the ongoing improvement of the College estate Experience producing structured reports for senior leaders Competence in using digital systems for compliance and maintenance tracking Commitment to support the wider educational environment such as work-experience placements or practical skills training for students or staff (eg, fire extinguisher safety training) 	<ul style="list-style-type: none"> Experience managing budgets and procurement Experience delivering small capital projects Understanding of sustainability and energy management 	Application form / observation / interview
Skills and Personal Qualities	<ul style="list-style-type: none"> Strong leadership and communication skills Professional, calm and solution-focused approach Excellent organisational and problem-solving abilities Ability to build positive, professional relationships with staff, students, governors and contractors High levels of integrity, confidentiality and reliability Commitment to safeguarding and to supporting the Catholic ethos of the College 		Application form / observation / interview



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

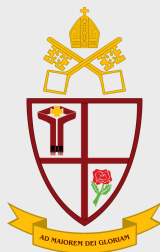
We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service.



Pension Scheme Contributions (cont'd)

- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time between 55 and 75 which will increase or decrease your pension.

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 23.68%) to ensure that your fund is sufficient at the time you retire. Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

Support

The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to apply

If you feel that you would like to join our team, and that you can offer what we are looking for, please consider all the details of the candidate information pack and apply via the MyNewTerm portal.

If you have any further queries about the role or would value an informal conversation before applying please contact Mrs Rachael Byrne, HR, in the first instance on HR@st-augustines.wilts.sch.uk before the deadline date.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



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