



# **ELLESMERE PORT**

## **Catholic High School**

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

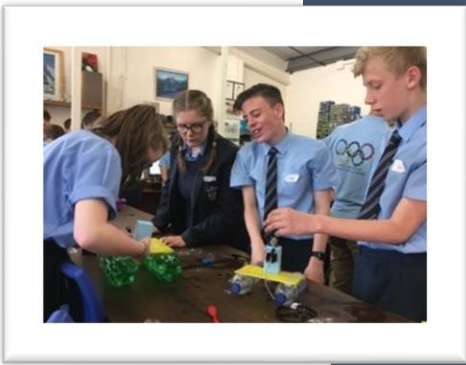
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher

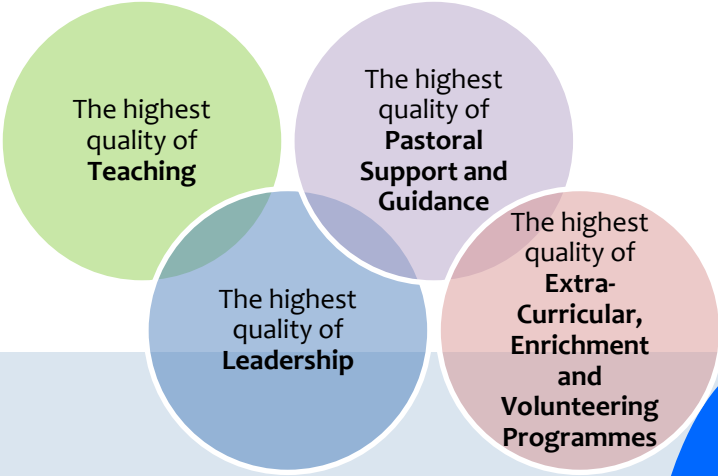


Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



With 944 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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## School Site Manager

***Required as soon as possible.***

**Full-Time, 52 Weeks Per Year**

**Grade 7 (£28,770 – £32,076)**

The Governors of the school are looking to appoint an enthusiastic and experienced professional to role of Site Manager to manage the buildings and site, community use of facilities and Health & Safety.

The school's Site Manager plays an important role in ensuring the smooth running of the school in terms of timely maintenance and repairs of the buildings and grounds in conjunction with events' management and site improvements. They will assist with Health & Safety management across the school. Small building and refurbishment projects are often managed directly by the school so a working knowledge of project management and a good understanding of various trades will be essential. A Health and Safety or facilities management qualification is desirable, however, relevant training will be provided, and the successful applicant will have a good level of numeracy and literacy with experience of report writing.

The role is a practical one working as part of the site team delivering a customer focused site service. It is essential that the post holder is committed to the school and must be able to work flexibly to meet needs. This may include working outside the normal working day, on occasion, along with other members of the site team to meet those needs.

Prospective applicants are welcome to visit school and to discuss the post before the closing date.

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk). Completed letters and application forms should be marked for the attention of the Headteacher and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

Applications are returnable by **9.00am on Thursday 2<sup>nd</sup> May 2024**. Interviews will take place 8<sup>th</sup> May 2024.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons





# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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April 2024

Dear Applicant,

**Site Manager**  
**Full-Time 52 Weeks Per Year**  
**Grade 7 (£28,770 - £32,076)**  
**Required as soon as possible**

Thank you for your enquiry regarding the above post. The school's Site Manager plays an important role in ensuring the smooth running of the school in terms of timely maintenance and repairs of the buildings, building improvement planning, and taking the lead on Health & Safety across the school. The school is constantly seeking to improve the building and facilities with small building projects and refurbishments managed directly by the school so a working knowledge of project management and a good understanding of various trades will be a great advantage. The building in parts is over 40 years old and must therefore be maintained with a high level of practical skills, working within a limited budget.

The role is a practical one as part of a team of three site staff providing a customer focused site service for staff, students, and visitors. It is essential that the post holder is committed to the school and must be able to work flexibly to meet its needs. This may involve working outside the normal working day, on occasion, along with other members of the site team to meet those needs.

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk). Completed letters and application forms should be marked for the attention of the Headteacher and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk).

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing and should include examples that align with the Job Description and Person Specification. Should you decide to apply for the post you should not feel constrained by the space available, and a separate letter is perfectly acceptable. Please do not submit a CV in preference to completing the application form and the letter of application as this will be discounted. Application consistency is necessary as it forms part of our Safeguarding procedures.

Applications are returnable by **9.00am on Thursday 2<sup>nd</sup> May 2024**. Interviews will take place Wednesday 8<sup>th</sup> May.

Potential applicants are most welcome to visit the school prior to completing an application. Please telephone to arrange this if you are able and if you feel that this would be of benefit to you.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**Mrs C Vile**  
**Headteacher**

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Tel: 0151 355 2373  
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<b>JOB TITLE</b>	<b>SITE MANAGER</b>	<b>JOB REF NO</b>	<b>AAAES199</b>
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## **BASIC JOB PURPOSE**

**To undertake the efficient management of the buildings and site, including health and safety and certain technical and administrative duties and budgetary responsibility for the resources required for those purposes, to ensure their most effective use.**

## **MAIN RESPONSIBILITIES**

<b>1</b>	Manage all issues relating to the improvement and security of school buildings/site: - including the provision of professional advice and regular reports to senior management team and developing and maintaining the Asset Management Plan and asset registers. Oversee the maintenance of the buildings and amenities of the school and community areas through the development of the annual Buildings Improvement Programme, effecting all necessary repairs and improvements to maximize the effective use of the site to the school and the community and within the budget provision. Manage, monitor and oversee the operation of the engineering systems including heating, lifts etc. to ensure the most economical and effective use of energy and water across the entire site.
<b>2</b>	Act as Health and Safety representative and liaise with senior management and the Health and Safety Teacher Trade Union Representative to maintain and monitor health and safety standards and procedures. Manage site security systems in order to ensure Site Security. Ensure fire alarm and firefighting equipment are inspected and tested and electrical appliance inspections are carried out, reporting any failures to comply with statutory obligations in this area and ensure the contractors' work meets Health and Safety Regulations.
<b>3</b>	Manage and monitor all premises-related budget headings, and advise senior management, including maintenance and buildings improvement; ensuring that expenditure on such headings remains within budgets.
<b>4</b>	Promote and manage the community use of the site and facilities to ensure client satisfaction.
<b>5</b>	Manage, recruit, motivate, train, appraise (performance assessment) the caretaking and cleaning staff on the school site, including arranging work schedules, monitoring caretaking and cleaning duties, identify training needs; in order to achieve quality work and the most effective deployment and competence of staff.



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6	Plan, design, draw up specification, arrange for competitive tendering, advise senior management on all tenders for minor/major alterations and/or maintenance work by contractors, schedule and monitor all premises-related work to ensure specified standards are achieved.
7	Liaise with County staff and contractors in respect of funded works at the school.
8	Monitor all works related to grounds maintenance ensuring that standards specified are achieved and contract <b>value</b> is obtained.
Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate County Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.	





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## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: Site Manager**

**GRADE: 7**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade C or above in English and Maths</li> <li>Recent and relevant professional experience in premises management and development, procurement, a relevant building trade</li> <li>Competent at basic building repairs and maintenance, grounds maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Good level of numeracy and literacy</li> <li>Health and safety qualification</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Understanding of the school operations</li> <li>An ability to work effectively with little supervision</li> <li>Managerial experience including effective supervision and organisation of the work of others</li> <li>Budget management</li> <li>Site security particularly in terms of safeguarding all those on site at any given time</li> <li>Contract management</li> <li>Change management</li> <li>Troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education environment</li> <li>Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities</li> </ul>	Application Form/ Interview



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<b>Job Related Knowledge</b>	<ul style="list-style-type: none"> <li>• IT literate with Microsoft Office</li> <li>• Ability to understand and apply relevant legislation/regulations e.g. health and safety, manual handling, risk assessments, fire safety, legionella, etc.</li> <li>• Ability to draw up reports and execute programme of preventative maintenance and refurbishment</li> <li>• Willing to undergo training as required</li> <li>• Record keeping of daily/weekly/monthly inspection/maintenance</li> </ul>		Application Form/ Interview
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• A proven record of a high level of attendance and self-motivation</li> <li>• Honest with polite and courteous approach to staff, pupils, parents, members of the public</li> <li>• Calm and patient when under pressure</li> <li>• Co-operative, friendly and approachable with other employees, parents, and visitors</li> <li>• Ability to show initiative and work enthusiastically and proactively to ensure the smooth running of the site</li> <li>• Must be flexible with regard to working hours - willing and able to start work early, stay late or work weekends when required. Be on call for emergencies</li> <li>• Manage letting of the premises through the Lettings Officers</li> <li>• Ability to work accurately and methodically with attention to detail.</li> <li>• Ability to work with colleagues at all levels of the organisation.</li> <li>• Ability to work under pressure and meet deadlines.</li> </ul>		Application Form/ Interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake jobs, move furniture, portering, etc.</li> <li>• Commitment to a shared responsibility for promoting and safeguarding the welfare of students</li> </ul>		Application Form/ Interview



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	<ul style="list-style-type: none"><li>• Commitment to continuous professional development for self and others, motivating staff and appraisal</li><li>• Car driver</li></ul>		
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Ellesmere Port Catholic High School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

# Guidance for Applicants

## **How to apply**

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## **Shortlisting**

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## **The Interview**

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## **Safeguarding statement**

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



# Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

PSALM 21:  
He asked for life and you gave it to him



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