



ST. BEDE'S  
COLLEGE  
1 8 7 6

# St. Bede's College

## Candidate Information Pack

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**Maintenance Officer**  
Application Deadline: Open



*We are a community of believers who aspire to provide the students in our care with an education of excellence rooted in and sustained by our shared commitment to the life and teachings of Jesus Christ, knowing that we are created by Him and inspired by truth, committed to ourselves and to each other, grateful to our families and in awe of the world around us.*

*Through the values, with which Cardinal Vaughan opened the doors of the school 150 years ago, we recognise that every member is equal in the eyes of God and worthy of respect. Like him, we continue to pursue academic excellence, civilised standards of behaviour and an awareness of traditional family values underpinned by the Gospel message and the teachings of the Catholic Church.*

**MISSION STATEMENT**

NUNQUAM OTIO TORQUENT

# Welcome from the Headteacher



St Bede's is a unique place, where young people are nurtured and supported in order to flourish and reach their full potential. The College is extremely proud of its Catholic heritage. It has been educating young people with respect, dignity and compassion for over 140 years and it is through our dedicated staff that this is possible.

Thank you for taking the time to consider St Bede's. Throughout our history, the College has encouraged its pupils to be confident and successful whilst modest young people, able to make the right decisions when the moments arise. Our core values remain unchanged – the timeless Catholic qualities of humanity, compassion and empathy for others, and we look forward to welcoming colleagues who share them.

**Mrs Maria Kemp**  
Headteacher



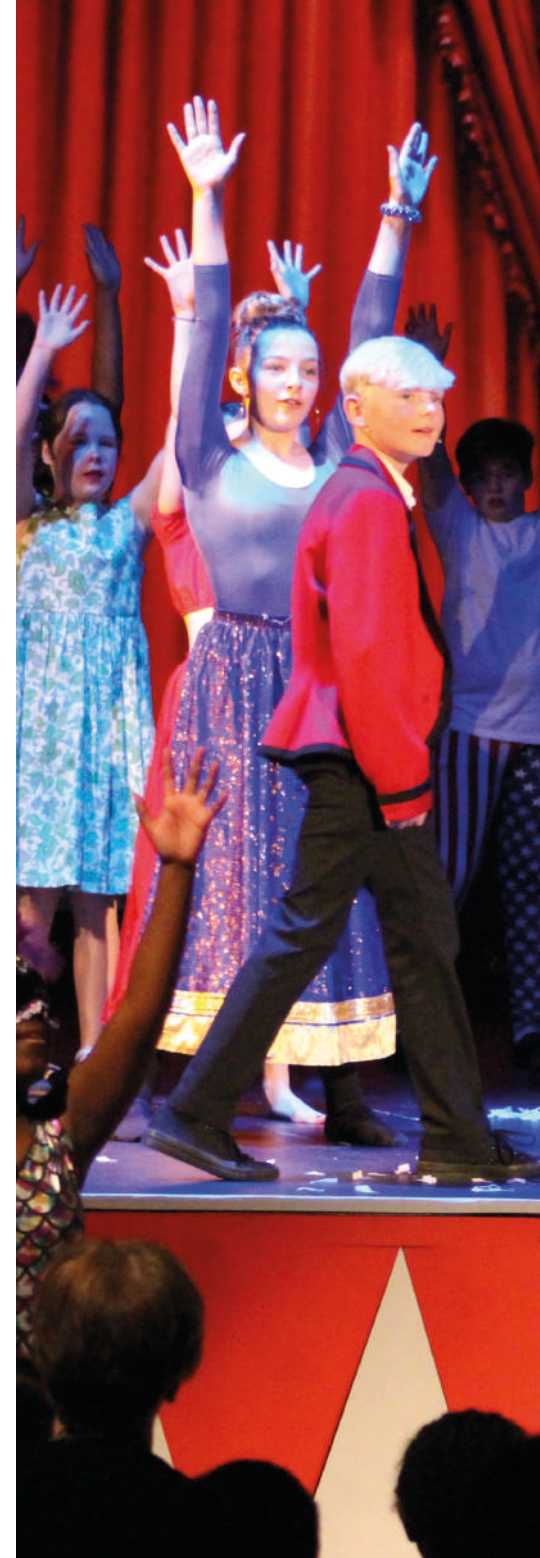
## Welcome from Head of Prep



I am delighted you are considering working at St Bede's College, of which the Prep school is an integral part. From the Early Years Foundation Stage through to the end of a child's primary journey in Prep 6, our curriculum is bright, pacy, engaging and varied. Highly qualified and specialist teachers, together with small class sizes provide the best possible education for each and every child in the Prep.

Our approach to education stems from our deep Catholic roots and is a combination of high academic standards and a commitment to the moral and spiritual development of each child. Happy children are those who feel valued, whose strengths and individual achievements are celebrated. The Prep is an ideal place for children to develop a life-long love of learning where curiosity thrives in our vibrant and forward thinking environment in which to grow and learn.

**Mrs Claire Hunt**





*While I definitely benefited academically, the most valuable thing I got from my time at St Bede's is the friends and family that I have still - twenty years after leaving. The biggest endorsement I can give is that I send my own children there, hoping they will have the same positive experience.*

**John Boylan**  
Old Bedian (1994-2001)

## Welcome to St. Bede's College

### A Catholic HMC Independent College for boys and girls aged 3-18

On 7 January 1876, Cardinal Vaughan opened the doors of St Bede's College in Manchester. The thirst for knowledge and search for truth that characterised the life of St Bede was the founding idea of a college designed to foster in its pupils a love of learning. Almost a century and a half later, the school remains faithful to that founding idea: its aim is for students to reach their full potential and become true leaders capable of building a better world.

Christ remains at the centre and heart of the school, and pupils are seen as the children of God they are, regardless of their background or their own faith journey.

St. Bede's College strives to work in partnership with parents in order to become a centre where they can find all the support, service and advice they need. The College has a rich life, full of opportunities accessed through the house system, co-curricular activities and the students' own initiatives, all of which contribute to the positive growth mindset transmitted by its founder. While excellent teaching and small class sizes contribute to its students' academic success, St Bede's is equally committed to holistic education, allowing children to shape their future in accordance with their uniqueness.



The background is a faded stained glass window. The central element is a shield with a blue field containing three bees and a book. The book is open, showing the text 'DEO' and 'SIBUS'. Above the book is a golden crown. To the right of the shield is a golden cross. The shield is surrounded by a golden border. The entire scene is set within a grid of dark lines representing the window panes.

# Maintenance Officer

## St. Bede's College Candidate Information Pack

# Maintenance Officer

## Department Overview

**DEPARTMENT**  
Maintenance

**DIRECTLY RESPONSIBLE TO**  
Estates Manager

**COMMENCING**  
As soon as possible

**THE ROLE**  
Full time  
Salary is c£24,000  
subject to experience

St Bede's College is a leading Catholic Independent Co-educational Grammar School in Manchester. Our aim is to inspire excellence and instil values in every aspect of College life so that all our pupils become well-rounded and capable individuals.

We are seeking to appoint an enthusiastic and talented Maintenance Officer to join our busy Site and Maintenance team. Reporting to the Estates Manager the post-holder will undertake all maintenance related activities to meet the needs of the College. The role should ensure that the whole College site is maintained to an excellent standard and provide a good impression to all visitors to the College, parents, students and staff. In addition, as a member of the estates team, the post-holder will also undertake a range of general support activities concerned with the College premises and ancillary duties to support the operation of the College.





# Maintenance Officer

## Duties and responsibilities

### Maintenance and General Management of Site

- Make sure that the College site and buildings are clean, tidy, free from litter and maintained to a very high standard.
- Identify and draw to the attention of the Estates Manager works and actions necessary to keep the College site well maintained.
- Regularly inspect the College site and buildings to identify the need for repairs or replacements.
- Inspect the College site and buildings to identify aesthetic and functional improvements.
- Undertake numerous daily and seasonal maintenance, repair and decorations tasks around the site, inside and out as required to ensure a safe environment and high standard is maintained.
- Undertake essential maintenance work in accordance with requests submitted by members of staff.
- Keep paths, hard surfaces, access points and entrances free of leaves, snow and ice to ensure safe passage.
- Move equipment, furniture, deliveries, supplies and materials around the site as necessary.
- Set out / put away furniture relating to College events.



# Maintenance Officer

## Duties and responsibilities

### Site Security

- Work with the Estates Manager to ensure that the whole site and buildings are safe and secure.
- Act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours relating to the intruder alarm and fire alarm.
- Carry out security checks as required.
- Ensure that all security systems are set at relevant times.
- Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- Assist with inspections to ensure the College complies with Health & Safety requirements at all times.

### Other Duties

- Carry out duties arising from lettings, including opening and securing the College, providing furniture/equipment as required, minor cleaning arising from the lettings
- Attending appropriate training courses as may be required.
- Adhere to College policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.
- Supervise approved on-site contractors to ensure the smooth operation of maintenance work on the College site, ensuring all requirements are met including the provision of risk assessments.
- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Estates Manager / Headteacher.





*We came to visit the school on an Open Day and your students took us around on a tour of the school. As they were talking to us and showing us around the different departments, we really got to know them and we thought we would like our child to be like them.*

**St. Bede's Parents**



### Maintenance Officer

## Personal Profile

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

|                | Essential  | Desirable   |
|----------------|--|---|
| Qualifications | <ul style="list-style-type: none"><li>• Full Clean Driving Licence</li><li>• Authority to drive D1 Vehicles (minibuses or PSC licence)</li><li>• Willingness to undertake further work-related training.</li><li>•</li></ul> | <ul style="list-style-type: none"><li>• Trade qualification e.g. plumbing, electrical, joinery.</li></ul> |
| Experience     | <ul style="list-style-type: none"><li>• Previous experience in the maintenance of buildings.</li><li>• Experience of working with contractors and outside agencies.</li></ul>  | <ul style="list-style-type: none"><li>• Experience of working within a school.</li></ul>                  |

## Maintenance Officer Personal Profile

|   | Essential  | Desirable  |
|---|--|--|
| <b>Skills,<br/>Attributes<br/>and Abilities</b> | <ul style="list-style-type: none"><li>• Effective organisational skills.</li><li>• Have a strong sense of teamwork and good drive and initiative when working alone; very enthusiastic and motivated with an excellent 'can-do' approach</li><li>• Practical skills e.g. general maintenance and DIY.</li><li>• Be highly responsive and flexible to rapidly changing priorities</li><li>• Possess good interpersonal skills and strong sense of customer service towards staff and parents.</li></ul> | <ul style="list-style-type: none"><li>• Skilled joinery.</li></ul> |
| <b>Other<br/>Requirements</b>                   | <ul style="list-style-type: none"><li>•</li><li>• Willingness to be flexible with working hours in order to respond to the needs of the College.</li></ul>   |  |



*Our vision is to see our pupils grow as true leaders in the 21st century; we believe that character development will help them to achieve their potential, lead responsibly and build a better world.*

**Mrs Maria Kemp**  
Headteacher

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### How to apply

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**CLOSING DATE  
FOR APPLICATIONS**  
06/03/24

The Estates Manager, Mr Andrew Mee, would be willing to talk to any interested applicant and answer any queries. He can be contacted by email in the first instance at [amee@sbcm.co.uk](mailto:amee@sbcm.co.uk)

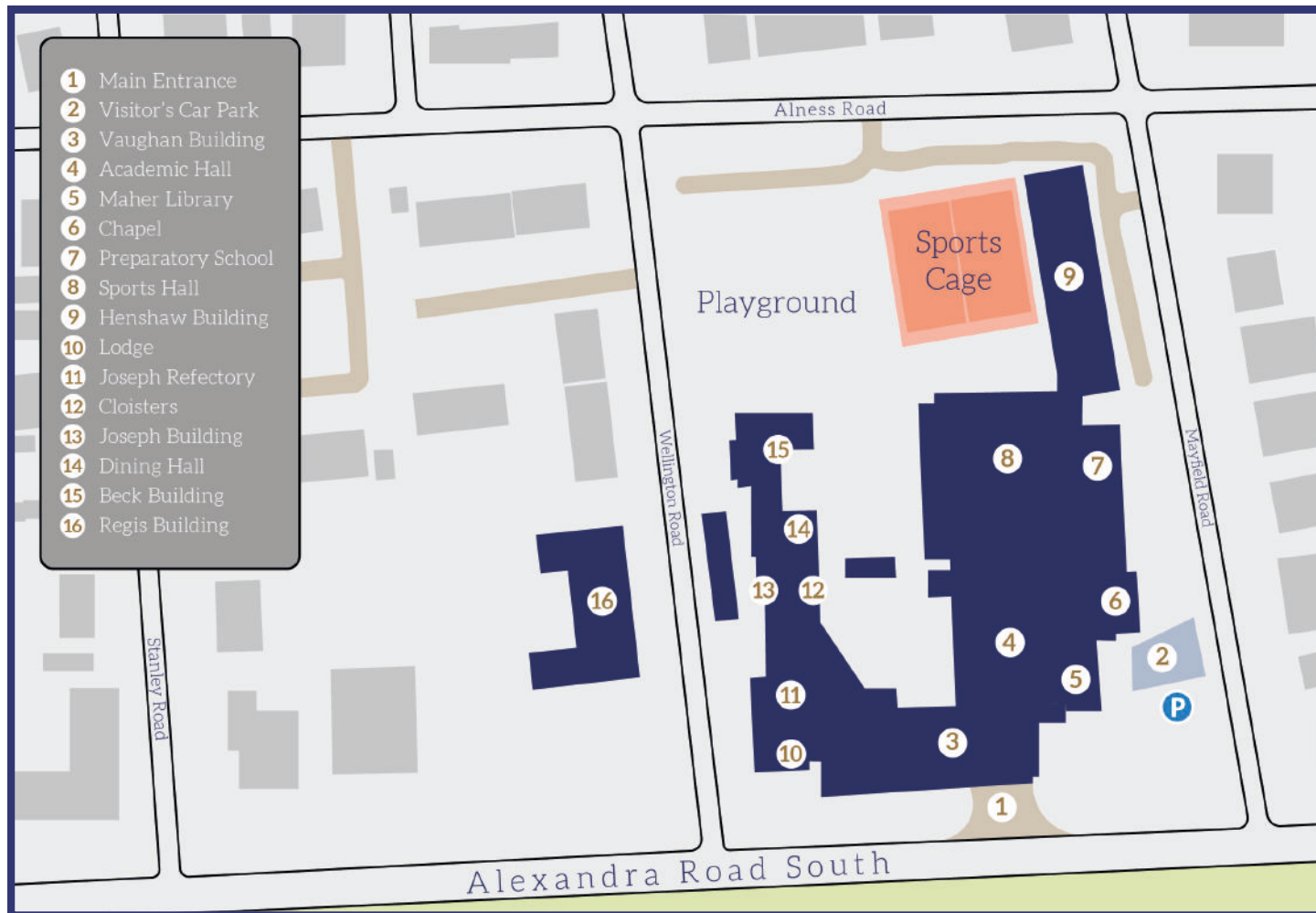
We welcome applications from those who wish to apply for the position to do so through the TES advertisement. Any queries or concerns with this can be directed to to the Headteacher's PA Mrs McGoff at [bmcgoff@sbcm.co.uk](mailto:bmcgoff@sbcm.co.uk).

The application form must be completed in full, including:

- Full education and / or employment history from the age of 16, with any gaps explained.
- Contact details from two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable).
- For teaching posts, pre-interview references are required. Please indicate on the form where a referee may or may not be contacted prior to an interview, and be prepared to offer an alternative contact if required.



## Map of the School





## Senior Leadership Team





**ST. BEDE'S**  
COLLEGE  
1876

**Postal Address:**

St. Bede's College, Alexandra Park, Manchester M16 8HX

**Website**

[www.sbcm.co.uk](http://www.sbcm.co.uk)

**Phone**

College t. 0161 226 3323

Prep t. 0161 226 7156