



Chapel Street Community Primary School

Achieving excellence and making a difference for every child

Chapel Street, Levenshulme, Manchester. M19 3GH

admin@chapelstreet.manchester.sch.uk

0161 224 1269

Headteacher: Mrs Ella Hughes

Facilities Manager

Applications are invited from committed and enthusiastic individuals, for this exciting role in our wonderful school. You must have a good understanding of managing building projects, health and safety requirements cleaning materials and equipment along with experience of managing a team.

Our other on-line documents are an application form, letter from the Headteacher about our school and job description with person specification. You can also find further information on our website, which includes our most recent Ofsted Report, from 2019: <https://www.chapelstreetprimary.co.uk/ofsted>

About the Post

The specific areas of responsibility for our new Facilities Manger are outlined in the job description and include:

- overall responsibilities for cleaning, building maintenance, security and grounds maintenance across the school, both internally and externally
- responsibility for the effective management of: the building; grounds; facilities staff, contractors and associated resources
- line management of caretaking and cleaning team
- ensuring a high standard of Health and Safety and that all relevant regulations are implemented and adhered to
- to be a member of the middle leadership team

About the successful candidate

As with all posts we are primarily looking for the right person for our pupils, school and community. Someone with resilience, who will work hard, in a relational way, to maintain high standards of cleanliness, building and grounds maintenance, health and safety and security of our school site. Someone who can be flexible and adapt to changing needs.

Only candidates who can demonstrate an ability to keep accurate records, a good understanding of managing building projects, a good understanding of health and safety and experience of managing staff will be considered for this post.

Excellent team-working, organisational and communication skills are also essential, as is the ability to work independently and a strong commitment to wanting the very best for our school community. We want our Facilities Manager to be passionate about working in **our** school with **our** unique children and staff.

Visits to school

Potential candidates are warmly invited to visit our school for a tour, to see for yourself why Chapel Street is such a special place to work and learn. If you would like to book a place to visit, please contact our office team on 0161 224 1269 or via email at admin@chapelstreet.manchester.sch.uk .

About Your Application

- Please read all the documentation before applying.
- Please ensure that we have full details of referees, including postal and email addresses, full professional titles, roles, and phone numbers.
- Application cover letters or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font.
- Application Closing Date: 9:00am on Monday 27th June 2022
- Short-listing and invites to interview sent: Monday 27th June 2022
- Interview process: Monday 4th July
- Interview panel: Ella Hughes (Headteacher), Michelle Cartledge (Business Manager), Tim Wheeler (Chair of Governors)
- There will be a number of different elements to the interview process which will be in person, at school, in line with our Covid-19 risk assessments.
- Start date for job: asap

If you are excited by this post and by the opportunity to work in a really special school, then I look forward to receiving your completed application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E Hughes'.

Mrs Ella Hughes
Headteacher