Allesley Old Road,
Allesley,
Coventry,
CV5 9JG
(024) 7667 5017
webenquiry@st-christopher.coventry.sch.uk
www.st-christopher.coventry.sch.uk

St Christopher
PRIMARY SCHOOL

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining St Christopher Primary School as our Facilities Manager.

I wanted to write personally because this is an incredibly important role within our school. The vacancy has only arisen because our current Facilities Manager is relocating, and we are therefore looking for the right person to build upon the excellent work that has already taken place.

Our Facilities Manager works closely with me, our Finance Manager and other school leaders and is very much part of the team that keeps the school running effectively. I place a great deal of importance on the environment in which our children learn and our staff work, and the successful candidate will have my full support in maintaining and continuing to improve our school site.

This is a genuinely varied role. There will be times when you are at a desk managing compliance, budgets, contractors, quotations and planned works, and other times when you will be out around the site identifying a problem, carrying out repairs or getting stuck into a practical project. We are looking for someone who enjoys both sides of the job and ideally want someone who is a qualified tradesperson.

You will have considerable independence in managing your own workload and working pattern. Although there will naturally be some fixed commitments, we recognise that facilities management does not fit neatly into identical working days. There may be occasions when a problem or project requires eight hours on a Monday, while a quieter day later in the week requires considerably less. The hours are therefore flexible across the week, and I am very happy to discuss working patterns with the right candidate.

The Facilities Manager will manage an annual repairs and maintenance budget of approximately £10,000–£15,000, with the autonomy to prioritise work appropriately within agreed

school procedures. For larger projects, you will work closely with me and our Finance Manager and liaise with Coventry City Council, contractors and other specialists.

It is an exciting time to take responsibility for our premises. Our current Facilities Manager has worked extremely hard to bring the school site to a very good standard, and we have invested significantly in our buildings. Recent projects have included new hall and dining-room flooring, replacement fire doors, a new fire alarm panel and, more significantly, the installation of a new heating pump system. We are now involved in a pilot project involving EV charging facilities.

We are a forward-thinking school, and sustainability is increasingly important to us. We have solar panels and modern building-control systems and continue to look for opportunities to make the site more efficient and sustainable. At the same time, St Christopher is a large school occupying a substantial 1950s site, so there is never a shortage of interesting practical challenges!

With support from our current casual School Site Officer, we can offer flexibility in the Facilities Manager's working arrangements, with between 30 and 37 hours per week available. The agreed working pattern will include some opening or locking up, although undertaking both on the same day is unlikely to be a regular requirement. Applicants may also choose to work either all year round, with four to five weeks' annual leave depending on entitlement and subject to agreed booking arrangements, or term time only plus four weeks during school holidays. The salary will be adjusted reflect the hours and weeks worked, with the highest salary applying to full-time, all-year-round working.

We are also considering purchasing an electric school vehicle. This will predominantly be available to the Facilities Manager for school business, including collecting and transporting tools, equipment, materials and other goods. From time to time, it may also be used for other school purposes, including transporting pupils to sporting fixtures or events.

There is another unusual option attached to this vacancy which may be of interest to some candidates. The school has a three-bedroom detached house on Winsford Avenue, immediately adjacent to the school site. It was previously occupied by our Site Services Officer but has been vacant for just over a year. Although our current Facilities Manager does not live on site, for the right candidate there is the option of occupying the school house at a subsidised rent. This is entirely optional and further details can be discussed before or at interview.

St Christopher is a happy school with a generally very low turnover of staff. We have a large site, a busy school community and a team of people who care about doing their jobs well. We are fortunate to have a building and grounds that give us enormous potential, and we want somebody who will take pride in them.

For me, the most important thing is finding the right person. I am looking for someone practical and resourceful, ideally with a trade or strong practical background, who can spot what needs doing and find a sensible solution. Equally, they need to be organised, able to manage people and contractors,

comfortable using everyday technology and willing to take responsibility for the compliance and management aspects of the role.

You will be trusted to manage your work and given the backing to make a difference. I firmly believe that the quality of our environment matters – to the children who come here every day, to the staff who work here and to the families we serve. Our Facilities Manager plays a significant part in making that happen.

If this sounds like the sort of role you would enjoy, I would be delighted to hear from you – feel free to call me or the Finance Manager, Kerri Barwell on 02476675017 for an informal conversation. I would also strongly encourage prospective applicants to arrange an informal visit to the school. It is probably the best way to understand the scale of the site, meet us and get a genuine feel for the role before deciding whether it is right for you.

Clair Robinson
Headteacher
St Christopher Primary School