

---

# APPOINTMENT OF HEAD OF FACILITIES

---

Full Time | Permanent



ST GEORGE'S  
EDINBURGH



ST GEORGE'S  
EDINBURGH

St George's School, Garscube Terrace, Edinburgh, EH12 6BG  
HR Department Tel: 0131 311 8059 Email: [office@stge.org.uk](mailto:office@stge.org.uk)


# MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



## What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

## Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

## We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

## Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

## An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 600 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

### Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

### Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

### International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

### Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



## Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

## Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



# VACANCY DESCRIPTION

# HEAD OF FACILITIES

## Job Purpose

The Head of Facilities reports directly to the Business Director and is responsible for:

- Ensuring the site is safe, clean and well-maintained;
- Maintaining a visible and approachable Facilities team which ensures that the needs of the School are met;
- Management of facilities operations (cleaning, maintenance and grounds, transport, room booking and major events);
- Management of Health and Safety and security across the campus;
- Securing best value and delivery through contract management (including maintenance, domestic, waste);
- Support of sustainability programmes and initiatives.

## Accountable to

Business Director

## Key responsibilities

### Management and Policy

- Provide dynamic, creative and effective leadership of the Facilities team, ensuring excellent customer service levels are maintained;
- Line management of the Facilities Co-ordinator, Maintenance Technicians, Head Janitor and Head Groundskeeper;
- Ensure completion of actions in the annual School Improvement Plan related to Estates and Operations;
- Ensure appropriate out of hours emergency cover and alarm monitoring is arranged, including being part of the out of hours rota;
- Provide input to the School risk register and ensure that department risks are identified and managed appropriately;
- Produce and update relevant policies, such as Major Incident, Transport, Allergies;
- Prepare papers/reports and present them to Council Property Committee;
- Attend operational SLT meetings as required.



# VACANCY DESCRIPTION

# HEAD OF FACILITIES

## Health and Safety

- Liaise with external Health & Safety advisors to ensure the School complies with all current Health and Safety legislation and best practice in all areas;
- Ensure recommendations made by the Health & Safety advisors are implemented and that advice and guidance on Health and Safety matters is provided to the Head;
- Keep policies and procedures updated in conjunction with external advisors, including the Health and Safety Policy, risk assessments, Crisis Management plan;
- Arrange and minute the termly Health & Safety Committee and provide reports as required;
- Ensure that regular inspections are carried out to identify unsafe premises, plant, equipment and machinery and that appropriate working conditions, practices and procedures are in place;
- Oversee fire safety requirements, i.e. regular testing and servicing of the fire alarm system, fire extinguishers and emergency lighting, fixed wire testing and PAT testing, and fire evacuation procedures and drills. Ensure that fire risk assessments are completed and that recommendations are implemented;
- Oversee the management of asbestos, hazardous chemicals and legionella risk management;
- Ensure that a contractor permit to work system is operated, including ensuring that all visitors to site are recorded and accompanied as appropriate during school hours;
- Ensure that accident reporting is maintained and provide analysis of trends.

## School Buildings and Grounds

- Develop and prioritise the planned preventative maintenance plan and refurbishment plan, in conjunction with SLT and Council, and ensure this is implemented;
- Work with the Facilities Co-ordinator to ensure that maintenance issues reported by staff are addressed on a timely basis, in an efficient and effective manner;
- Manage and monitor the maintenance and capital budgets, including procurement of suppliers in line with the Procurement Policy and ensuring expenditure is approved in line with Delegated Authority;
- Oversee cleaning, maintenance and service contracts to ensure these are completed to specification, are on time and within budget;



# VACANCY DESCRIPTION

# HEAD OF FACILITIES

- Monitor developments in and ensure compliance with all relevant statutory and regulatory requirements;
- Ensure that school buildings and grounds are kept safe, secure, clean and generally well presented, and manage issues relating to the site including e.g. staff and visitor parking and neighbour relations;
- Ensure that operating manuals, risk assessments, completion certificates, maintenance records and service drawings for all buildings are properly obtained and filed;
- Ensure on-site accommodation is inspected and maintained and that appropriate licence to occupy agreements are in place;
- Ensure that the School is adopting practices and implementing changes which contribute to achieving its net carbon zero target.

## Events, Lettings and Room Bookings

- Work closely with the members of SLT/marketing team co-ordinating the major school events, to ensure they run smoothly and professionally and that the school is well presented;
- Assist SLT with managing commercial and community engagement hire agreements, ensuring these benefit the school and that appropriate documentation, risk assessments and policies are in place;
- Manage relationships with commercial and community partners;
- Ensure systems and procedures for management of the letting of School facilities to external parties are appropriate and up to date;
- Ensure systems and procedures to manage booking of school facilities and associated equipment, IT and catering by staff and pupils are appropriate and efficient, resolving any room booking issues as required;
- Work with other staff members as needed to ensure that appropriate practical arrangements, such as caretaking, parking, access and catering are in place;
- Work with key staff to ensure that school use of facilities is complemented by and does not clash with external lettings; and
- Co-ordinate invoicing for facilities hire with the Finance Department.



# VACANCY DESCRIPTION

# HEAD OF FACILITIES

## Transport

- Overall responsibility for the strategic and operational delivery of the School transport service, including ensuring best value for money and review of routes;
- Ensure the Transport service is operated within the relevant legal frameworks and that the School is following best practice regarding driver training, records and policies;
- Work with the Facilities Co-ordinator to administer the operation of School transport, including managing day to day queries and requests from parents;
- Work with the Facilities team to ensure that minibuses are regularly inspected, well maintained and have current MOT certificates and insurance.
- Negotiate hire and lease agreements as required.
- Occasional minibus driving may be required.

## Safeguarding

- Adhere to school policy on safeguarding and child protection training as required and ensure all work done by external contractors operates within the school's policies on safeguarding and child protection.

## General Requirements of the Role

- Undertake all training courses and attend industry and networking events as necessary to carry out duties and undertake any other tasks, as directed by the Business Director, which are not included in the above but are consistent with the role.
- Be a visible presence and lead by example, contributing to a culture of continuous improvement and high achievement.

## Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Main Terms and Conditions of Employment.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the post holder.



# PERSON SPECIFICATION

## HEAD OF FACILITIES

	Essential	Desirable
Experience of managing a team which delivers excellent customer service	X	
Experience in a maintenance or facilities management environment	X	
Technical background in a trade		X
Knowledge of Health & Safety legislation and best practice		X
Excellent organisational skills and ability to plan ahead	X	
Excellent communication skills	X	
Experience of managing a budget and of procurement of suppliers	X	
Experience of managing minor works projects	X	
Experience of managing larger capital projects		X
Proficiency in Microsoft Word, Excel and Outlook and experience of helpdesk systems	X	
Flexible, calm and motivated and a willingness to be 'hands-on'	X	

## Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

## Salary Details

- £50,000 - £56,000 annual salary.

## Hours of Work

- 8am to 5pm, Monday to Friday but with flexibility required to cover emergencies and on-call rota.
- 6 weeks plus 8 days annual leave entitlement.

## Key dates

- Closing Date - 10th January 2025
- Interviews - W/C 20th January 2025

