

APPOINTMENT OF HEAD OF FACILITIES

Full-Time | Permanent



ST GEORGE'S
EDINBURGH



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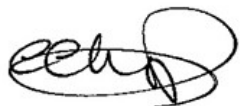
MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

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 the only all-through girls' school in Edinburgh for girls from 2 to 18 years. Boys are welcome in the Little Dragon Nursery and St George's preschool.

Nearly 500 girls from ages 2 through to 18 flourish in their own sections of the school. Nursery accommodates children from 2 through to age 5; Junior School takes girls from age 5 to 10 through P1 to P5. In our unique structure, Middle 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 leads the team and services that keep St George's safe, welcoming and well-run. Reporting to the Business Director, the postholder is accountable for the condition and presentation of the estate, for health, safety and statutory compliance, for facilities, grounds and transport services, and for securing value through well-managed contracts. It is a visible, hands-on leadership role that balances day-to-day operations with longer-term planning for the campus.

Accountable to:

Business Director

Manages:

Facilities Supervisor, Maintenance Technicians, Caretaker and Head Groundskeeper

Key responsibilities

Leadership and Planning:

- Lead the Facilities team to deliver responsive, high-quality service, setting clear standards and priorities.
- Deliver the Estates and Operations actions in the School Improvement Plan and contribute to the School risk register.
- Maintain key operational policies (e.g. Major Incident, Transport, Allergies) and report to the Council Property Committee and operational SLT as required.
- Arrange out-of-hours emergency cover and alarm response, including participating in the on-call rota.

Health, Safety and Compliance:

- Work with the School's external Health & Safety advisors to keep St George's compliant with current legislation and best practice, implementing recommendations and advising the Head
- Own the statutory compliance programme — fire safety, asbestos, legionella and water, electrical (fixed-wire and PAT) and emergency lighting — ensuring testing, servicing, risk assessments and resulting actions are completed and recorded.
- Maintain Health & Safety policies, risk assessments and the Crisis Management plan, and run the termly Health & Safety Committee.
- Operate a contractor permit-to-work and visitor system, and maintain accident reporting with trend analysis.



VACANCY DESCRIPTION

HEAD OF FACILITIES

Buildings, Grounds and Projects:

- Develop and deliver the planned preventative maintenance and refurbishment programme with SLT and Council, keeping the estate safe, secure, clean and well presented.
- Manage the maintenance and capital budgets, procuring suppliers in line with the Procurement Policy and Delegated Authority.
- Oversee cleaning, maintenance and service contracts to specification, time and budget, and deliver minor works and capital projects.
- Maintain building records, operating manuals and certificates, and oversee on-site accommodation, including licence-to-occupy agreements.
- Advance the School's progress towards its net carbon zero target.

Events, Lettings and Bookings:

- Support major school events alongside SLT and the marketing team, ensuring the School runs smoothly and is well presented.
- Manage the internal booking and external letting systems so the two complement rather than clash, with appropriate documentation and risk assessments in place.
- Maintain relationships with commercial and community partners, and co-ordinate hire invoicing with the Finance Department.

Transport:

- Lead the transport service strategically and operationally — value for money, route reviews, and compliance with the relevant legal frameworks and driver standards.
- Keep minibuses maintained, inspected, MOT'd and insured, and negotiate hire and lease agreements. Occasional minibus driving may be required.

Safeguarding and General:

- Adhere to the School's safeguarding and child protection policies, and ensure contractors work within them.
- Undertake relevant training and attend industry and networking events; lead by example and take on other reasonable duties consistent with the role, as directed by the Business Director.

Addendum

- The above responsibilities are subject to the general duties and conditions in the Statement of Main Terms and Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on each, and no part of it may be so construed
- It is not necessarily a comprehensive definition of the post and may be reviewed and amended at any time, after consultation with the postholder.



PERSON SPECIFICATION

HEAD OF FACILITIES

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



Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution and death-in-service benefit
- 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
- Use of school facilities, including libraries and sports facilities
- The opportunity to join our community and contribute to social, music, drama and other events and activities

Salary

£50,000 – £55,000 per annum.

Hours of Work

8.00am – 5.00pm, Monday to Friday, with flexibility required to cover emergencies and the on-call rota.

Annual Leave

6 weeks plus 8 days.

Key dates

Closing Date: Midday on 20th July 2026

Interviews: Expected to be W/C 27th July 2026

