



Roman Catholic Archdiocese of Southwark

Job Description

Buildings Officer: Schools

Background

The Roman Catholic Archdiocese of Southwark covers all of London south of the Thames and all of Kent. We have 167 schools, 33 secondary and 132 primary schools, two all-through schools and two sixth form colleges. The vast majority of the schools are state schools and 52 are in some form of academy.

At the Education Commission we recognise and affirm the place of our Catholic schools and colleges within the Archdiocese's mission by:

- supporting our schools and colleges to be or become remarkable
- discerning the signs of the times and being open to positive change and development
- using government initiatives creatively for the benefit of Catholic education
- providing education for our children and young people, with the support of parents and carers

The Education Commission is responsible for:

- Fit and proper governance within all of our schools
- Recruitment and training of Foundation Governors
- Recruitment of Head Teachers
- On-going improvement of standards
- Denominational inspection under Section 48
- Provision of advice and guidance
- School buildings maintenance, development and capital works

This is an ideal post for a buildings professional wishing to support the Archdiocese's mission to proclaim the good news through the work of its schools. It may well suit someone who is coming to the end of their career who has accumulated wisdom and experience and wants to have a wide variety of work.

The Archdiocese is working towards a sustainable future for all its properties. The Education Commission, in keeping with Pope Francis' teaching in *Laudato si*, is working with a range of commercial and charitable partners to move its schools towards 'net zero' in terms of carbon emissions, economic and efficient approaches to power supply and generation and environmentally friendly modes of school transport. You will play an important part in this move in the evolution of the Archdiocese's schools.



Salary

Range from £55,000 - £60,000 for a suitably qualified candidate. The Archdiocese contributes to the NEST pension scheme for its employees.

Location

You will be based in the Education Commission's offices in Orpington:

St Edward's House

St Paul's Wood Hill

Orpington

BR5 2SR

In addition, you will be expected to spend time in schools and other locations supporting the educational work of the Archdiocese. Access to a car is essential. Mileage and other necessary expenses are payable upon provision of suitable receipts and in line with the Education Commission's relevant policies. It is expected that you will also spend time with the central Archdiocesan property team who are located in the Archdiocese's Finance Office at:

59 Westminster Bridge Road

Southwark

SE1 7JE

Responsibilities – please note that this list is not exhaustive and will develop over time

Working to the Director of Education, you will be responsible for:

- Leading the small team who oversee the land and buildings in which our schools are conducted
- Reviewing and updating existing, and creating new, policies which support the Archdiocese's work as it relates to the land and buildings in which schools are conducted.
- Advising the Director on all issues related to school premises.
- Overseeing the equitable distribution and efficient spending of the Archdiocese's annual School Condition Allocation (SCA), a fund for the maintenance of school premises shared with local authorities.
- Advising on the letting of contracts.
- Managing our relationships and contracts with the small team of contractors who support our work.
- Liaising, as necessary, with the Archdiocese's central property team.
- Supporting and overseeing the collection of estate management information including, but not limited to, title deeds, rights of way, access routes, asbestos management, fire safety, security, health and safety audits and reports.
- Liaising with our partners in other Dioceses and local authorities, religious orders and our academy trusts.
- Providing information, advice and guidance on schools' buildings issues to governors and Headteachers. This includes contributing to Education Commission training, conferences and other means of communication.



Person Specification

Essential	Desirable
<ul style="list-style-type: none"> Professional qualification in a related area such as Surveying, Project Management, Land/Estate Management Understanding of the issues of ownership and liability relating to the land and buildings of voluntary aided schools and academies Thorough knowledge of relevant legislation and regulations Ability to work effectively with a wide range of stakeholders Strong written and verbal communication skills. Sufficient ICT skills to be able to manage databases and spreadsheets as well interact through a wide range of communications technology Effective organisational skills Ability to work flexibly, anti-social hours and in a range of work environments Driving licence Good team player 	<ul style="list-style-type: none"> Practicing Catholic but, minimally, sympathetic to the broad aims of the Catholic Church and its mission in the world Good understanding of school-related buildings initiatives such as PSPB2, Free schools programme, VA programme etc Good understanding of relevant Health and Safety requirements as they relate to schools Demonstrable experience of managing budgets successfully Experience of efficient and robust contracts management Experience of working effectively with local planning authorities Sense of humour

Background information

Please click [here](#) for the Education Commission's website

Please click [here](#) for the Archdiocese's website

Please apply in writing, and by email, to educationdirector@rcaos.org.uk by CV and accompanying letter. In your letter, please set out how you would support the Director by providing sustainable solutions for the maintenance of the Archdiocese's education estate. Support your proposals with examples from your prior experience of how you have done this.