









Ofsted
Good
Provider

SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

ESTATES & FACILITIES PROPERY MAINTENANCE PROJECT MANAGER

WELCOME
From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect.

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal

"Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life."

OFSTED 2024



SHC
A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.



Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter.



Education staff wellbeing charter - GOV.UK (www.gov.uk)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC



- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

  and much more

INTRODUCTION
To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.



Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.



Our Core Values

How we work
Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel
Valuing fairness for all and promoting personal growth.

How we lead
Leading by example with compassion, empathy and understanding.



How we behave
Conducting ourselves with honesty, integrity and respect.

The College of Choice
We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.

INTRODUCTION
To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of around 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.



School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.



Here are a few we are especially proud of:

- Coffee Corner
- Greenwich School Sports Partnership
- Fully Equipped Fitness Suite
- Swimming Pool
- Art Gallery
- City View Restaurant
- T Level Facilities
- Immersive Room



Additional Reading

Further context of our college and our vision can be found within these booklets.

- **Ofsted Reports**
  https://www.shc.ac.uk/college-information/ofsted
- **College Vision and Strategic Intents Booklet**
  https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
  https://www.shc.ac.uk/course-guides
- **College GSSP Sports Initiative Booklet**
  https://issuu.com/shsfc/docs/gssp_booklet

EDEI STATEMENT

Equality, Diversity, Equity & Inclusion

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination.

Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



disability confident EMPLOYER

ADVERT

Estates & Facilities Property Maintenance Project Manager

Shooters Hill Sixth Form College is a bold, ambitious institution where excellence equality, diversity equity and inclusion aren't just ideals they're our everyday mission. We create a welcoming, empowering environment where learners and staff reach their full potential and step confidently toward their future aspirations.

Salary: **PO4 - Starting at £49,056**

Contract: **Permanent, full time, all year round**

Shooters Hill Sixth Form College are seeking an enthusiastic, proactive and highly organised individual who is passionate about delivering high-quality maintenance and improvement projects across a diverse property portfolio.

The successful candidate will be a self-motivated professional with excellent project management skills, capable of managing multiple priorities including our own PMO apprentices while maintaining high standards of safety, compliance and customer service.

If you possess these attributes and you are looking for a new opportunity, then we look forward to receiving your application.

To apply for this post, please download the application form via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk
Due to the safer recruitment process, we are unable to accept CVs as a form of application.

We encourage early applications as this vacancy will be filled as soon as a suitable candidate is identified. Applications will be reviewed on receipt, and the advert may close without notice once the position has been filled.

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2026.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.

JOB DESCRIPTION

Estates & Facilities Property Maintenance Project Manager

GRADE : **PO4**
RESPONSIBLE TO : **ESTATES DIRECTOR**
RESPONSIBLE FOR : **PREMISES MAINTENANCE AND PREMISES OPERATIVE APPRENTICES**

The Board of Trustees expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies, and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

Job purpose

Reporting to the Estates Director, we are seeking an enthusiastic, proactive and highly organised individual who is passionate about delivering high-quality maintenance and improvement projects across a diverse property portfolio. The successful candidate will be a self-motivated professional with excellent project management skills, capable of managing multiple priorities including our own PMO apprentices while maintaining high standards of safety, compliance and customer service.

Main tasks and responsibilities

In common with all other staff:

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff:

- Participate in college-wide projects and tasks including off-site provisions.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college, and work outside of regular daytime hours.

In common with Estates and Facilities Team

- As part of the Estates and Facilities Team, take part in college development projects, this involves working with colleagues on project implementation teams and liaison with other college and external service teams.
- Attend and contribute to the Estates and Facilities team meetings and briefings.

JOB DESCRIPTION

Estates & Facilities Property Maintenance Project Manager

In common with Estates and Facilities Team

- Consult and feedback to colleagues and apprentices as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the Estates Director or College Leadership Team.
- Participate in the annual cycle of performance management, professional development, service area operating and review processes, and college quality improvement planning.
- Supervise apprentices on offsite work experience when required.

Particular to the post

- Working with all PMO apprentices, completing all maintenance tasks and repair work associated with keeping the buildings, classrooms and grounds in a good state of repair and that all works are completed to the accepted standard.
- Carry out all PPM works as determined by the PPM schedule ensuring all works are carried out and completed on time.
- Conduct routine inspections of the premises and grounds to assess for works and issues, undertaking repairs and improvements (electrical, plumbing, glazing, joinery and decorating) as and where necessary.
- Arranging the annual maintenance schedule in consultation with the Facilities Manager.
- Attend weekly meetings with the Estates Director, to agree and prioritise all maintenance tasks.
- Carry out routine maintenance and testing and complete records using the Colleges ‘We are Every’ system.
- Ensuring daily checks of all job requests that have been issued and completed in a timely manner as per the Estates ‘Every System’.
- To make safe any hazards and ensure that unsafe areas are cordoned off and sign posted accordingly.
- Liaise with the Estates Director to ensure that tools and equipment are suitable and sufficient to carry out the repairs and they are fit for purpose.
- Monitor levels of supplies to maintain a stock of appropriate consumables, tools and resources.
- To develop the onsite workshop area.
- To ensure all risk assessments and method statements for all significant risks associated tasks are in place and are adhered to.
- Attend offsite provisions with apprentices as required.
- To assist senior staff and teachers with ad-hoc tasks as requested.
- Take responsibility for inputting all tasks to the colleges ‘we are every system’.

JOB DESCRIPTION

Estates & Facilities Property Maintenance Project Manager

Particular to the post

- The college expects its employees to work flexibly within the framework of these duties and responsibilities. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of those duties and responsibilities.

Health & Safety

Accountable for coordinating the maintenance of engineering and built environment assets ensuring that management policies, systems, procedures meet statutory and regulatory obligations and ensuring reportable levels of performance are issued.

To work alongside with the Assistant Facilities Manager the operation of the Permit to Work system, contractors' access onto site.

Additional Information - Working Arrangements

Hours of work: 35 hours per week, All Year Round (AYR). Routine fixed daily start and finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days and the like. These hours to be negotiated with individual staff and time of in lieu / additional payments agreed in advance of such occasions.

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

JOB DESCRIPTION

Estates & Facilities Property Maintenance Project Manager

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2026.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

Estates & Facilities Property Maintenance Project Manager

Requirement	Essential	Desirable	Selection Method
Qualifications			
CAVA or equivalent	**Y**		**AF/C**
Recognised trade qualifications	**Y**		**AF/C**
Health and Safety Qualification / training		**Y**	**AF/C**
Experience			
Proven experience managing maintenance, refurbishment from inception through to completion of multi-site properties		**Y**	**AF**
Enthusiastic, positive and solution focused experience in premises maintenance		**Y**	**AF/I**
Experience of working in the construction industry	**Y**		**AF/I**
Construction supervision or management of Apprentices		**Y**	**AF/I**
Knowledge, Skills, Abilities and Personal Qualities			
Plumbing	**Y**		**AF/I**
Construction (carpentry, masonry, bricks, blocks)	**Y**		**AF/I**
Painting & decorating	**Y**		**AF/I**
General knowledge of electrics	**Y**		**AF/I**
Plastering	**Y**		**AF/I**
Ability to work on own initiative and effectively as a member of a team	**Y**		**I**
Must be able to work safely	**Y**		**I**
Resilient and adaptable, with a genuine desire to improve the quality and functionality of the estate	**Y**		**I**
Excellent communication and stakeholder management abilities, with the confidence to engage effectively apprentices, all staff, senior managers, contractors and external partners	**Y**		**I**
Be able to mentor PMO apprentice members of staff	**Y**		**AF**
Ability to prioritise and cope with a demanding workload	**Y**		**AF/I**

PERSON SPECIFICATION

Estates & Facilities Property Maintenance Project Manager

Requirement	Essential	Desirable	Selection Method
Knowledge, Skills, Abilities and Personal Qualities			
Ability to work under pressure and to deadlines	**Y**		**AF/I**
Strong IT skills		**Y**	**AF/I**
Understanding of and commitment to the promotion of equality and diversity, safeguarding and the health and wellbeing of young people and vulnerable adults	**Y**		**AF/I**
Willingness to undertake on the job training and to attend relevant staff development programmes	**Y**		**AF**

KEY: A=APPLICATION FORM I=INTERVIEW C=CERTIFICATE

INTERVIEW AND ONBOARDING

Estates & Facilities Property Maintenance Project Manager

Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised. Teaching and Leadership roles will have a 2 stage shortlisting process, with the 2nd stage being a Teams call.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process for support roles will consist of a college tour, pre-interview assessment task/s and a formal interview. Teaching roles will include delivery of lesson/s and other activities. You should expect to be at the college for the whole day.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our People Services department via email: peopleservices@shc.ac.uk
Referees will be contacted at the point of offering an interview.

Onboarding

If you are successful in interview, you will be conditionally offered the position dependent on:

- Proof of ID: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- Medical check
- Successful probationary period

Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and People Services. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college.
Ensuring a smooth start through the initial few weeks and months in their new role.

TIMELINE

Estates & Facilities Property Maintenance Project Manager

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk

Closing date for applications:	**24th November at 10am**
Shortlisting:	**25th November**
Interviews to commence:	**Soon after shortlisting**
Start date:	**ASAP**

Informal discussion regarding the post and a visit to the college are welcome. Please contact our People Services department for further information.

Telephone:	**020 83199700**
Email:	**peopleservices@shc.ac.uk**
Website:	**www.shc.ac.uk**

SHOOTERS HILL
SIXTH FORM COLLEGE
Transforming Lives