



Chetham's

Recruitment Pack 2025
Facilities and Site Manager

Welcome to Chetham's School of Music

Chetham's is a magical place, home to the UK's largest specialist music school, the oldest library in the English speaking world and a world-class concert venue all in the heart of Manchester.

We are looking for a special person who can come and join our team of staff and students. You will need to have that combination of being able to think strategically, whilst also managing the operational needs of the organisation.

The Facilities and Site Manager reports to the Joint Principals on all matters relating to the site. We have a mixed estate, with Grade I, Grade II and more contemporary buildings. Our facilities include boarding accommodation, concert venues, historic museum buildings and a very busy school environment.

The Facilities and Site Manager will need to bring a wide range of skills and be able to lead in a fast-paced environment. You will need a strong work ethic, willingness to learn quickly and be positive. Crucially, you will need to support the organisational aims and objectives and ensure all you do is to improve the outcomes for students, staff, visitors, and audience members.

Our vision:

To enrich lives and provide opportunities for people of all backgrounds to be inspired by heritage, music and learning.

Our aims:

- To educate and nurture the brightest young musicians irrespective of background or the ability to pay;
- To inspire the musical talent of the future and support live music;
- To improve diversity in the classical music industry;
- To share the magic of music and learning with everyone.



About us

Chetham's School of Music

Chetham's is the largest specialist music school in the UK, an Independent School and a charity. We are the only one in the North of England and every year, we welcome around 330 gifted students, aged between 8–18, from the UK and overseas.

We provide financial support to 90% of all students and a quarter do not pay any fees at all. This is possible thanks to funding from the Government's Music & Dance Scheme and the generous support of our donors.



About us Stoller Hall

The Stoller Hall is a 482-seat auditorium and is the only small scale, acoustic chamber music venue in the North-West of England. This RIBA award-winning space was designed by Stephenson STUDIO and the outstanding acoustics conceived by ARUP.

Since opening in 2017, the venue has become a popular space for recitals, recordings and workshops and delivers an ambitious series of performances and conferencing events.



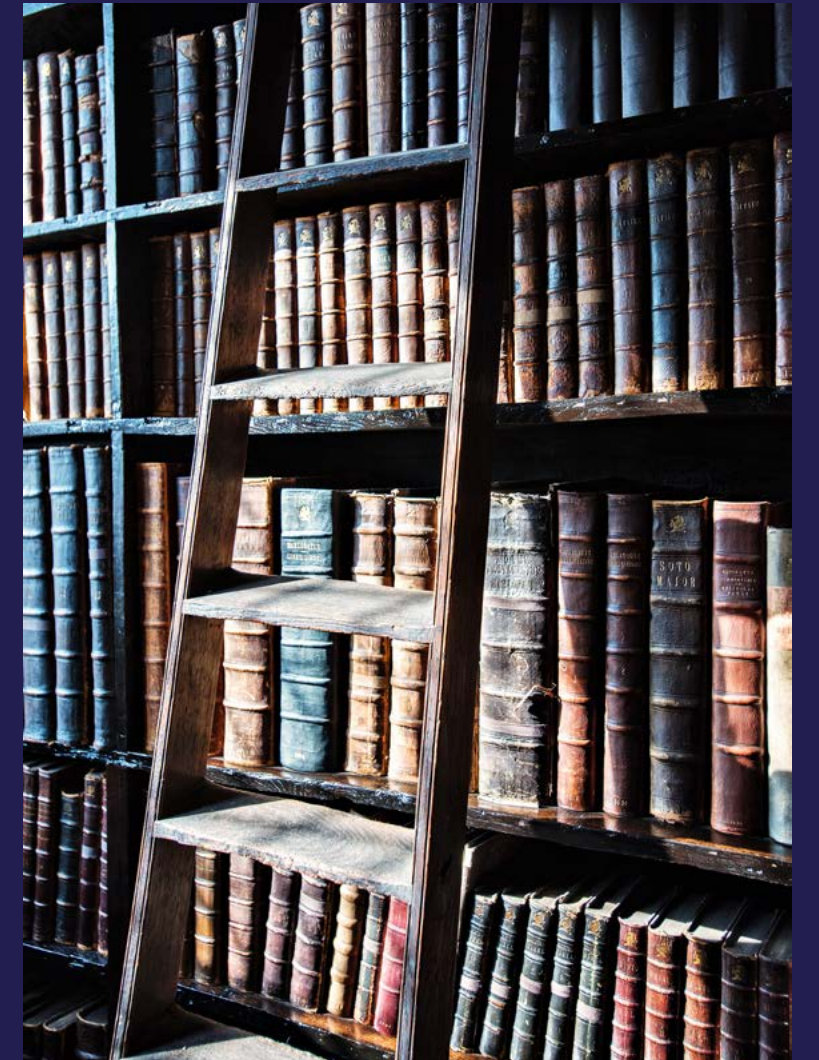
Chetham's School of Music and Stoller Hall share the RIBA award-winning New School Building. Beautifully detailed and containing over 150 practice, teaching and performance rooms, this building allows students to seamlessly transition between study and performance.




About us

Chetham's Library

Chetham's Library was founded in 1653 and is the oldest surviving public library in Britain. We've been open to members of the public ever since. Our Library collection is one of national and international importance and spans over 250,000 books, prints, maps, photographs and manuscripts. Highlights include first editions of Isaac Newton's *Principia Mathematica* and John Milton's *Paradise Lost* as well as the desk where Karl Marx and Friedrich Engels famously worked on the *Communist Manifesto*.



A photograph of the exterior of Chetham's Library, a historic sandstone building with a dark tiled roof and multiple chimneys. The building features Gothic-style windows with diamond-patterned glass. In the foreground, there is a well-manicured garden with a large, rounded green tree, a low hedge, and a stone cross. A small sign above the entrance door reads "Barrow Hall".

Housed in a beautiful sandstone building dating from 1421, Chetham's Library has been in continuous use as a public library for over 350 years.

Facilities and Site Manager

Chetham's School of Music

The role	<p>The Facilities and Site Manager plays a key role in supporting the whole organisation. The Facilities and Site Manager chairs the Health and Safety Committee and will on occasion report to the Governors and Trustees.</p> <p>You will be the 'responsible person' with regards to Health and Safety, line manage the Estates and Facilities teams and lead on all matters relating to the buildings and their development.</p>	<p>Key areas of responsibility</p> <p>Facilities and Site Manager</p> <ul style="list-style-type: none">→ Maintenance, Estates, security, IT and housekeeping services→ Environmental strategy→ Health and Safety, regulatory compliance, licensee, designated premises supervisor→ Estate projects→ Site development and infrastructure→ Local community relationships	<p>The following diagram illustrates the key areas of responsibility and focus of this role.</p> 	Immediate priorities	<div><div>1</div><div>Develop a detailed understanding of the organisation and in conjunction with the Joint Principals produce and implement a planned maintenance programme including a financial appraisal to support budget predictions.</div></div> <div><div>2</div><div>Become fully conversant with the latest legislative and regulatory matters and ensure compliance.</div></div> <div><div>3</div><div>Review the School's Environmental De-Carbonisation Plan and successfully work with stakeholders on reducing the carbon footprint of the organisation.</div></div>	<div><div>4</div><div>Develop an understanding and appreciation of the unique ethos of Chetham's and become integrated in the wider culture of the school and its activities.</div></div> <div><div>5</div><div>Create connections within Manchester that will help ensure smooth and seamless working with local stakeholders</div></div> <div><div>6</div><div>Nurture the team of staff under your directorate making sure they are well supported and motivated</div></div>
Reporting structure	<p>You report directly to the Joint Principals providing them with information, advice and strategic guidance to share with Governors and Feoffees.</p> <p>Reporting to you will be the Deputy Estates Manager, Security Manager, Housekeeping Services Manager and Network Manager.</p>					

Facilities and Site Manager

Chetham's School of Music

<p>The Facilities and Site Manager will be required to:</p>	<p>Own and report to Joint Principals regarding the development of the Estate, Lettings, Housekeeping Services, Maintenance of the site, Health and Safety matters, site wide IT matters and Environmental Sustainability;</p> <p>Ensure that the site remains compliant in all regards in relations aspects of statutory responsibilities such as accessibility, fire safety, licensing, premises. You will be supported to complete the NEBOSH qualification;</p> <p>Utilise the Schools funds efficiently and effectively drawing up specifications, tenders and contracts at competitive rates;</p> <p>Ensure that planning permission, work with architects, designers and contractors is well communicated;</p> <p>Work with the various staff to ensure lettings are managed smoothly ensuring compliance with policy;</p>	<p>Ensure that your team's performance is managed through the appraisal system and that there is accountability for performance;</p> <p>Oversee the formulation, monitoring and implementation of all policy in relation to Health and Safety Legislation;</p> <p>Monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required;</p> <p>Work with the Finance Director to ensure that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover;</p> <p>Oversee that the School transport i.e. minibuses are kept in good condition and compliant with regulations;</p> <p>Set, in consultation with the Joint Principals & Finance Director the budgetary requirements for the organisation as we develop;</p>	<p>Provide reports for the joint Principals to adequately brief the Governors and Feoffees and liaise on a regular basis;</p> <p>Liaise with external professionals and partners within the locality being the point of contact for all logistical issues surrounding the relationship with Manchester City Council, Greater Manchester Police inc Counter Terrorism Security Advisors;</p> <p>Be lead on the security of the site ensuring that the buildings, contents and all who use it are safe;</p> <p>Attend training relevant to the position to be able to advise and lead developments within Chetham's;</p> <p>Liaise with external agencies on compliance issues including making official reports if required;</p>	<p>Work with the Finance Director ensuring compliance and statutory requirements affecting the school are met e.g. the Independent Schools Standards Regulations (ISSRs) in relation to premises, health and safety;</p> <p>Work with the Finance Director to maintain an asset register and condition survey of the premises and site, advising the Joint Principals in relation to maintenance and capital project planning. Maintaining and archiving key premises documents.</p>
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Facilities and Site Manager

Chetham's School of Music

Personal profile Essential	<ul style="list-style-type: none">• Significant experience in managing teams, projects, estates, resources and systems• Understanding and appreciation of the whole organisation's unique ethos and culture, becoming an essential and supportive part of an outstanding team• Have intellectual capacity and be able to demonstrate vision and leadership in previous roles• Have excellent interpersonal and communication skills with the vision and creativity to make the most of the organisation's assets• A competent self-starter, able to create and take initiatives and act autonomously within the framework of a team; with a willingness to 'roll up your sleeves' and get 'stuck in' and be a full participant in all aspects of school life	<ul style="list-style-type: none">• Have a friendly nature, with a sense of humour• Have personal integrity and the drive to do what is best for the organisation• Be professional, flexible, reliable and well organised• Strategic planning ability to build stability and longer-term growth• Experience of managing projects within a multi-skilled team• An ability to manage and stretch budgets• Have good ICT skills and the ability to use management information systems and other computer applications• Be both a strategic thinker and a successful Operational Manager	<ul style="list-style-type: none">• Willing and able to take responsibility• Be articulate with high degree of professionalism and an ability to maintain confidentiality• Have experience of successful staff management and ability to oversee regulatory compliance in key areas	Personal profile Desirable	<ul style="list-style-type: none">• Qualifications in business management, project management, health and safety, construction management or risk management• Experience of working in an education or charity environment with trading activity/subsidiaries• Interest in music, the arts and education• Experience of working in a regulated environment• Training in health and safety management
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Facilities and Site Manager

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Terms of appointment and condition	The position of Facilities and Site Manager is a key Joint Principals appointment to ensure the proper operational running of the organisation.	How to apply	Please see the job advertisement for details on how to apply for this role.			
		Deadline for applications	Tuesday 11 February 2025 9am			
Contract:	Full-time, permanent					
Salary:	£44,233.57-£46,249.67 per year (Support Staff band 35-37)	Interview and assessment day	Thursday 13 February 2025	Child protection and safeguarding children	As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.	Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.
Schedule:	Usually Monday to Friday (flexible schedule with occasional weekends and evenings, and possible call-out in emergencies)					
Benefits	Company pension - AEGON 25 days holiday/leave per annum rising to 30 in five years Free lunch each day during term time Flexible schedule On-site parking					



Chetham's

Good luck with your application,
we look forward to hearing from you.

Stoller Hall

Hunts Bank,
Manchester M3 1DA

**Chetham's Library
Chetham's School of Music**

Long Millgate,
Manchester M3 1SB

chethams.com
Registered charity **No. 526702**