

SITE MANAGER REQUIRED

Partnership of Catholic Schools



St Mary's Catholic Primary School
Bungalow Rd, Edlington
DN12 1DL

Full Time

Permanent

Required ASAP

Application forms can be requested, and should be returned to the school by emailing

Sarah.cashmore@francisxavier.co.uk

The Governing Body is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be subject to a range of safer recruitment checks in line with *Keeping Children Safe in Education*, including satisfactory references, online searches, and checks with previous employers.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be required to undergo an Enhanced DBS check, including a Children's Barred List check, as the role involves regulated activity.

Shortlisted candidates will be required to complete a self-declaration of their criminal record and suitability to work with children.

Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.

Closing Date: Friday 10th July 2026, 12 noon

Interviews: Wednesday 15th July 2026

Salary Range:

Grade 7.12 – 7.20 (£28,598 – 32,597)

37 hours per week

6:00am (Friday 6:30am)-10:00am and 2:00pm-5:30pm

The children, staff and governors of our schools would like to appoint a Site Manager to join our team

Requirements:-

- Actively support and promote the vision, values, and ethos of the school
- Communicate effectively with staff, pupils, contractors, and external agencies
- Ensure full compliance with Health & Safety legislation, including undertaking regular checks, risk assessments, and maintaining accurate records
- Take responsibility for fire safety procedures, including alarm testing and statutory compliance checks
- Open, close, and secure the school site daily, acting as a key holder and responding to alarms or emergencies as required
- Carry out general maintenance, minor repairs, and DIY tasks, ensuring the site remains in excellent condition
- Manage and liaise with contractors, overseeing planned maintenance and ensuring work is completed to a high standard
- Maintain the cleanliness, tidiness, and presentation of the buildings and grounds
- Undertake regular grounds maintenance and basic gardening duties
- Prepare and support the site for school events, lettings, and out-of-hours activities
- Work collaboratively as part of a team while also using initiative to prioritise and manage workloads independently
- Demonstrate flexibility and a proactive approach to meet the changing needs of the school
- Be willing to undertake training and professional development relevant to the role
- Safely operate a range of tools, equipment, and site machinery

The post will require the ability to undertake physical tasks, manual handling, work at heights and lone working.