



St Mary's Catholic Primary School

Job Application Pack

Site Manager

Welcome from the Executive Headteacher

St Mary's is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

St Mary's Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family Xavier Catholic Primary and St Francis Xavier Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Mary's, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

Bernadette Nesbit
Executive Headteacher, NLE

"The Catholic Life of the school is outstanding because a strong sense of Catholic identity has been established, enabling all staff and pupils to be united in living its mission" Section 48 inspection December 2022

"Pupils' behaviour and attitudes to learning are exceptional. They show tremendous respect for, and kindness towards, each other. Pupils' behaviour does not get in the way of learning. In fact, it is quite the opposite. Girls and boys work and play together in harmony. Leaders' hard work to improve attendance and punctuality has paid off. Pupils come to school regularly and on time." Ofsted, 2021

Our mission statement at St Mary's Catholic Primary School is embedded by the statement of ethos:

'Dream it, Believe it, Achieve it'

**'At St Mary's, we walk together with Christ, to achieve our potential,
helping one another to love, care, smile and learn.
Let your light shine'**

Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

The Vacancy

St Mary's consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT)

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic Site Manager, who will be keen to work alongside a team determined to create an excellent school.

Applications

For more information about St Mary's Catholic Primary School, please visit www.St-Marys-pri.doncaster.sch.uk.

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to sarah.cashmore@francisxavier.co.uk clearly demonstrating your suitability for the role.

Closing Date: Friday 10th July 2026, 12 noon

Interview Date: Wednesday 15th July 2026

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email sarah.cashmore@francisxavier.co.uk or telephone 01709 863280

Job Description

Post Title: Site Supervisor

Grade: Grade 7

Main Purpose:

- To be responsible for the premises St Mary's Catholic Primary
- To be main key holder for the site and respond to emergency call outs
- To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the School Business Manager/Head of School on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

Responsible to: Office Manager

Relationships with: Senior Leadership Team, Teachers, Teaching Assistants, support staff, parents and pupils

Is this a regulated activity: Yes

General:

- To ensure that the management and maintenance of the school buildings and environment are effectively undertaken
- To be responsible for the health & safety across the site
- To undertake repairs and DIY projects
- To create and maintain an effective premises team, ensuring that the changing needs of the school are met through training and development of the premises staff
- To delegate tasks as appropriate to other site staff or outside contractors, ensuring Health & Safety regulations are strictly adhered to.

Premises:

- To monitor the day to day maintenance, repair and cleaning of the school
- In conjunction with the HOS/SBM to monitor the day to day maintenance and repair budget and the cleaning materials budget
- To attend the Governor/Staff/Diary meetings when required
- To advise on a rolling programme of redecoration/refurbishment
- To order and supervise repairs and act as project manager for agreed maintenance contracts and improvement schemes, ensuring best value for money is received
- To assist the HOS/SBM to prepare documentation for tenders or specifications of small to medium projects
- To develop appropriate monitoring procedures to ensure that the school is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual records where appropriate
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- Ensuring that the school grounds are maintained to a high standard

- To ensure that the premises team works efficiently and effectively so that the site is maintained to a high standard
- To undertake the appraisal reviews of premises staff, ensuring continuing professional development in liaison with the SBM

Security:

- To be responsible for the security of the premises, liaising with Police and other emergency services in this respect as necessary
- To be responsible for the unlocking and locking up of the schools.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To check, at least monthly, all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the HOS/SBM on all security matters
- To be aware of all out of hours' activities and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of school functions and outside lettings.
- To act as main key holder for the school on call-outs

General Site Duties:

- To set and monitor the schools heating and hot water systems
- To take energy readings on a monthly basis
- To ensure that the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse/needles, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that the main school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- Move furniture and equipment as necessary/required in accordance with the principles of manual handling
- Ensure that the entrance to school is always clear and welcoming
- To ensure that orders received are delivered to the appropriate area / person as necessary
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, air conditioning units, firefighting equipment, lightning conductors etc. and results recorded
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To maintain stage and drama equipment
- To ensure that all projector filters are cleaned
- To monitor and report IT issues as necessary in relation to whiteboards, computers and projectors
- To carry out/arrange PAT testing and keep accurate records
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that the milk bins are cleaned
- To undertake window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To arrange the deep cleaning during shut down
- To carry out emergency cleaning if required

Health & Safety:

- To ensure that all working practices for the Premises Team comply with current legislation

- To provide safe access to schools in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Administration:

- To place orders, via the school office, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in liaison with the SBM
- To maintain a log, of all inspections and checks carried out
- To establish and maintain a list of repairs / improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist the SBM with obtaining tenders and quotes
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SBM
- To report team members absence to the HOS/SBM

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Communicate effectively with parents/carers, staff and pupils
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Other:

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the SBM or SLT.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Post Holder:

Date:

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
Qualifications			
Appropriate qualifications, knowledge and skills to Level 2 or above		✓	A/C
Other relevant qualifications – e.g. first aid, safeguarding,		✓	A/C
Experience			
1 years' experience working in a similar environment		✓	A/I
Experience of working with heating systems		✓	A/I
Experience of building security duties including alarm setting	✓		A/I
Skills and Abilities			
Able to supervise and motivate	✓		A/I
Ability to communicate effectively both verbally and in writing	✓		A/I
Able to undertake minor repairs and maintenance within the building	✓		A/I
Able to undertake general grounds maintenance		✓	A/I
Driving licence	✓		A/I
Possession of own transport for early starts, call outs	✓		A/I
Willing to be flexible in relation to working hours	✓		A/I
Knowledge			
Good organisational skills in relation to managing own workload and that of team members or contractors	✓		A/I
Understanding of health and safety legislation	✓		A/I
Understanding of heating technology and systems	✓		A/I
Willing to undertake job related training	✓		A/I
Personal Qualities			
Enthusiastic	✓		I
Relates well to pupils and staff	✓		I
Passionate	✓		I
Confident	✓		I
Articulate, clear and concise	✓		I
Professional approach to the interview	✓		I
Safeguarding			
Commitment to the protection and safeguarding of children and young people	✓		A/I
Has an up to date knowledge of relevant legislation and guidance in relation to working with young people		✓	A/I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate