



## Sacred Heart Catholic Primary School

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We are seeking a dedicated, proactive and practical Site Manager to join our welcoming school community. This is a fantastic opportunity for someone who takes pride in their work and is committed to maintaining a safe, secure, and nurturing environment for pupils and staff.

As a key member of our team, you will be responsible for the day-to-day management of the school site, including maintenance, security, health and safety compliance, and contractor liaison.

### Key Information:

Working pattern: All year round, including school's holidays

Holidays: 24 days plus 9 Bank Holidays (to be taken during school holidays)

Working hours: 30 hours per week, typically 7:00 – 9:30am and 3:00pm – 6:30pm during term time but times can be adjusted during the school holidays.

Additional paid hours: As required (for example, parent's evening, governor's meetings and school events, including the occasional Saturday).

### Key Responsibilities Include:

- Ensuring the school grounds and premises are well maintained, safe and compliant with all health and safety regulations.
- Managing site security, including opening and closing the premises and ensuring all systems (alarms, lighting, heating) function effectively.
- Liaising with contractors and overseeing routine maintenance and repair work.
- Carrying out minor DIY repairs and ensuring a clean, safe learning environment.
- Monitoring and reporting premises data to support budgeting and planning.
- Being flexible to accommodate occasional split shifts or adjusted hours to support site access.

### We are looking for someone who:

- Has relevant experience in site or facilities management, ideally in a school or similar setting.
- Has a strong understanding of health and safety procedures.
- Is hands-on, organised, and takes initiative to solve problems.
- Communicates well with adults and children and enjoys being part of a close-knit team.
- Can work independently and adapt to the changing needs of the school.
- Is committed to the ethos and values of our Catholic school.

### We offer:

- A caring and inclusive school community with a strong sense of purpose and faith.
- Children who are polite, enthusiastic and enjoy learning.
- A supportive leadership team and dedicated staff who work together for the good of the school.
- Opportunities for ongoing professional development within the St Francis of Assisi Catholic Academy Trust.
- Access to the Local Government Pension Scheme and other employee benefits, including the Cycle to Work scheme.



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We warmly welcome applicants from all backgrounds and faiths who are supportive of our school's Catholic character.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants. Sacred Heart is committed to the equality of opportunity for all applicants, and we reserve the right to interview on a rolling basis, therefore an early application is advisable.