

Appointment of Site Manager

Reports to:	School Business Manager
Location:	Greet Primary School
Contract:	Full Time, Permanent
Pattern:	36.50 hours per week, All Year Round
Closing date:	9.00am on 13 February 2026
Interviews:	Week commencing 2 March 2026 Start Date: as soon as possible following appropriate checks.
Salary:	GR4 (£34,434 to £41,771)

About the role:

We are seeking to appoint an experienced Site Manager to join our site team. The successful candidate will ensure that the site is secure, clean and welcoming and meets compliance requirements in all areas.

Key Responsibilities:

- Strategic overview and management of the overall provision of a large site, including security, janitorial & cleaning services and building & grounds maintenance.
- Responsibility for security of buildings and checks of building outside school hours, including liaison with out of hours key holders.
- Liaison with, and checking work of, external contractors.
- Key holder for opening and/or closing the buildings each day.
- Supervision of other members of site team.
- Working with leaders to identify improvements required and plan immediate/long term work.
- Responsibility for general site maintenance and repairs, ensuring they are carried out within delegated budget.
- Adherence to Health & Safety and Compliance requirements at all times.

You will have the following skills/ experience.

- Previous experience of working as a member of a School Site Team.
- Knowledge and understanding of Health & Safety and Compliance requirements.
- Experience of and skills to carry out site maintenance, and ability to prioritise own and others' workloads appropriately and meet deadlines set.
- Working to high standards.
- Ability to motivate self and other members of staff.
- Competent and confident in using IT systems.
- Flexible approach and attitude in working as part of a team.

For full list of role details please see Job Description and Person Specification.

How to Apply:

**For more information about the role please contact Shirley Queenan, School Business Manager. Tel: 0121 464 3360
Email: enquiry@greet.create.org.uk**

Visits to school prior to application are encouraged, please contact us to book an appointment.

Applications via MyNewTerm online platform (no CVs please):

By 9.00am on Friday 13 February 2026

Create Partnership Trust is committed to safeguarding and protecting our children and young people. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by policies and procedures which encourage and promote safe working practice across the Trust. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the [DBS filtering guide](#).

This post is covered by part 7 of the immigration act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement of this role.

Online searches are carried out on all shortlisted candidates for positions at Create Partnership Trust. The searches are carried out to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the candidate at interview. Please find a link to our safeguarding policy <https://www.create.org.uk/policies-documents> you are encouraged to read this policy prior to applying to work with us.

CREATE PARTNERSHIP TRUST IS COMMITTED TO PROMOTING A DIVERSE AND INCLUSIVE WORKFORCE