



**St Mary's Catholic Primary Academy**  
Swires Road, Halifax, West Yorkshire HX1 2ER  
*Reflecting the love and faith of Mary in all that we do.*  
Part of the Blessed Peter Snow Catholic Academy Trust



## Site Manager

Salary: £28,598-£31022 (Scale 5 Pt 12-17)

Start Date: As soon as possible

Permanent, Full Time Position

Hours: 37 hours per week

Holidays: 29 days per year

We are looking to appoint a Site Manager to join our team of hardworking, friendly and supportive staff. We are seeking applicants who are enthusiastic, caring and creative and able to work as part of a team. The ideal candidate will possess skills in various aspects of repairs & maintenance and have previous experience of working in a similar background.

The successful candidate will also actively support the Mission Statement and the Ethos of our Catholic Primary Academy to promote the learning and welfare of our pupils in school.

- Are you an outstanding, highly motivated individual with energy and enthusiasm?
- Have you got a holistic and caring work ethic with the drive and determination to succeed and support others as part of a team?

We are looking for someone who has relevant training and experience in the following:

- A building trade such as building work, plumbing, plastering, painting, grounds maintenance or similar backgrounds or a passion for high quality DIY projects.
- Have some knowledge or previous experience with site/premises management.
- Have some knowledge or experience in relation to health & safety, IOSH/NEBOSH, manual handling, asbestos management and other such regulations and guidance.
- Can support with the writing up and ongoing upkeep of records, such as fire risk & maintenance log, PAMP, risk assessments & other premises related policies.
- Have an understanding that this is a 'hands on' role, encompassing caretaking duties and tasks, as well as the overall management of the site.
- Have a genuine desire to become part of a committed team of school staff & work proactively as part of a team.
- Provide support to pupils, teachers and the wider school community, helping to cater for their day-to-day needs.
- Promote a safe and inclusive learning environment for all pupils.
- Be a positive role model to pupils, setting high expectations for behaviour and achievement.
- Be an approachable & friendly member of the school community to support our parents, pupils and families in and around the school grounds.
- Be available to work occasional late evenings and be able to attend call outs in an emergency.

In turn we can offer:

- A strong ethos and a sense of mission.
- Committed, happy, friendly and supportive staff.
- Enthusiastic children who love learning and school life.
- A commitment to CPD with many opportunities within the Blessed Peter Snow Trust.
- Access to Employee Healthcare services, including counselling, health & wellbeing support and physiotherapy.

St Mary's Catholic Primary Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

You are strongly encouraged to arrange a visit to the school. Appointments can be made by contacting Mrs Maseela (Senior Office Administrator) on 01422 362365. To apply for this position please complete the forms and submit online via our school website [www.stmaryshalifax.co.uk](http://www.stmaryshalifax.co.uk) – Our School/Current Vacancies

The closing date for this advertisement is Wednesday 8<sup>th</sup> July 2026 (Mid-Day)

Provisional Interview date: Wk/beg 13<sup>th</sup> July 2026