

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 25 March 2026	Shortlisting: 27 March 2026
Interviews:	Practical Task: 15 April 2026	Panel Interview: 16 April 2026
Start Date:	As soon as possible following appropriate checks.	
Salary:	GR4 (£34,434 to £41,771)	

About the school:

Greet Primary School is a vibrant, diverse and welcoming school in Sparkhill, Birmingham. Our large site includes four main buildings, extensive outdoor spaces, a well-established Forest School area and a range of specialist learning environments. This offers a fantastic opportunity for an experienced Site Manager to work in a varied, rewarding setting where no two days are the same.

About the role:

We are seeking to appoint a skilled and experienced Site Manager to join our dedicated whole school team. The successful candidate will ensure that the whole school environment site is safe, secure, clean and well-maintained and that compliance requirements are met. This is a hands-on role that combines leadership, operational oversight and practical maintenance responsibilities.

We are looking for someone who can confidently manage a colleague within the team, lead on site compliance, liaise with external contractors and also carry out day-to-day maintenance tasks using practical trade-related skills such as basic plumbing, painting, decorating and general repairs.

SCHOOL VISITS ARE ENCOURAGED BEFORE APPLICATION.

Key Responsibilities:

- Provide a strategic overview and effective management of all aspects of our large multi-building site, including security, janitorial & cleaning services and building and grounds maintenance.
- Take responsibility for the security of buildings, including key-holding duties and out-of-hours checks.
- Liaise with external contractors, ensuring work is completed to a high standard.
- Act as a key holder for opening and/or closing the buildings each day.
- Supervise and support other members of site team.
- Work with school leaders to identify site improvement and plan both immediate and long-term maintenance and premises projects.
- Carry out general maintenance and repairs, ensuring work remains within delegated budgets.
- Ensure full adherence to Health & Safety and Compliance requirements at all times.

You will have the following skills/ experience.

- Previous experience of working as part of a School Site Team.
- Strong knowledge and understanding of Health & Safety and wider compliance requirements.
- Practical experience in general maintenance tasks and the ability to prioritise workloads for yourself and others.
- A commitment to working to high standards at all times.
- Ability to motivate yourself and support other members of staff effectively.
- Competent and confident in using IT systems.
- A flexible, positive approach and a willingness to be part of a supportive 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 Wednesday 25 March 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