

# Vacancy Application Pack

## Assistant Site Manager St Peter's Catholic School



**St Peter's**  
Catholic School



## **Message from the Chair of the Board of Directors**

Dear Applicant,

Thank you for your interest in the post at St Peter's Catholic School, part of Our Lady and All Saints Catholic Multi Academy Company ("the MAC").

Our leaders share our vision of the MAC as an outstanding provider of education, but education that is not only excellent academically, but also offers every child the opportunity to develop as an individual in mind, body and spirit.

The MAC works in partnership with the Birmingham Diocesan Education Service.

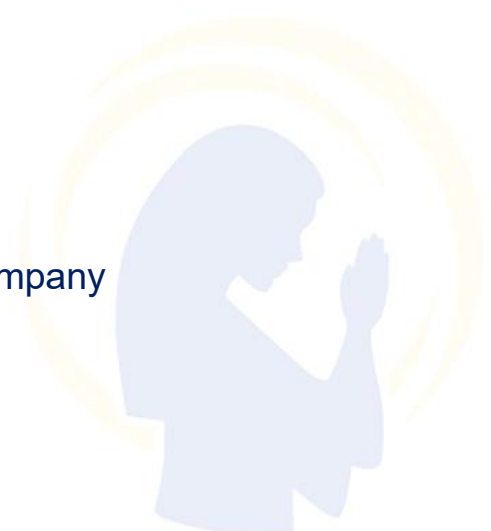
As part of the teaching team, you will be bringing your educational expertise and experience to this role with an approach rooted in excellence, best able to meet the needs of every child within the MAC.

The candidate appointed will play a pivotal part in the development of the MAC both as an outstanding educational provider and delivering its Catholic mission to ensure that we provide the opportunity for every child and member of staff to experience being 'Strong in faith' together as a family of schools, parishes and communities.

We look forward to receiving your application.

Yours sincerely

Paul Bentley  
Chair of the Board of Directors  
Our Lady and All Saints Catholic Multi Academy Company



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## Introduction

Our Lady and All Saints Catholic Multi Academy Company (“the MAC”) was formed in April 2021 and comprises of 12 Catholic Primary Schools and 1 Catholic Secondary School across the Birmingham, Solihull, and Warwickshire areas.

With 84% of our schools already being ‘Good or Outstanding’, we have even higher expectations within our family of schools that each provide a fully inclusive and comprehensive Catholic Education offering in a diverse society. We are dedicated to developing all our children into successful, ambitious, and compassionate future leaders by securing the absolute best outcomes for all both in terms of their qualifications, as well as providing wider opportunities for them to develop as rounded and confident young people.

A sense of community is at the forefront of all that we do to ensure our children, our families and our parishes and communities can flourish. We are proud to serve our communities that include the full range of social demographics, each having their own challenges and unique opportunities. Christ is at the centre of all that we do.

Each school benefits educationally from the expertise within the MAC as a whole and practically from the services procured and provided centrally. For us it is a fantastic opportunity, and a privilege, to work with a team of over 700 staff to shape the future of Catholic education for over 4,500 children and young people across the Birmingham, Solihull, and Warwickshire areas.

Being an ‘employer of choice’ is important to us too. We need to retain and attract staff that are only of the highest quality. We are passionate to create a staff team reflective of our diversity and we actively welcome applications from all backgrounds.

We invite you to visit Our Lady's and learn about this exciting and challenging opportunity to work with our community.



Peter Davis  
Catholic Senior Executive Leader  
Our Lady and All Saints Catholic Multi Academy Company



## Headteacher's Welcome



Thank you for your interest in the role of Assistant Site Manager.

Welcome to St Peter's Catholic School. Serving Solihull's Catholic community, we are a popular, oversubscribed school with very strong links with our local community.

With faith as our foundation, the teachings of Christ underpin all that we do here at St Peter's.

A good education is the best possible preparation for adult life and at St Peter's, we aim to ensure that every pupil thrives and flourishes.

Our distinctiveness rests on the Catholic character and ethos of our school and this lies at the heart of everything we do. We endeavour to educate pupils in a caring and nurturing atmosphere so that they are enabled to value lifelong learning and the Gospel values can be related to everyday life and work.

Thank you for your interest in our school and I would like to take this opportunity to wish you well in your application.



Stuart Shelton, Headteacher



## St Peter's Ethos

Selection and recruitment is a two-way process, and it is important that your own core values, whether you have a faith of your own, or you practice no faith at all, are in line with St Peter's core values and ethos.

As a Catholic school, our ethos is rooted in our school motto: Faith is our Foundation.

Above all, the Catholic faith teaches love and forgiveness. We believe that all members of our school community should be treated with compassion and respect. Our community is one of solidarity and kindness; where we aspire to look out for one another at all times. By coming to work here, we are hopeful that you will find a really unique and special place to work.

At St Peter's, we:

- offer all children equal access to the curriculum and school life in the community where individual differences are appreciated, celebrated, understood and accepted
- encourage children to become good citizens, by developing caring attitudes and respect towards themselves, other children, adults, their school and their community
- value the achievements of all children, both in and out of school and provide opportunities to develop self-confidence and a positive self-image
- believe in high expectations and having a behaviour policy that is consistently used to allow all students to achieve their best
- encourage each individual to take responsibility for his/her behaviour and to act as a good role model to others
- acknowledge that we all make mistakes
- believe that hard work is the key to success for staff and students
- strive to ensure that issues of equal opportunities are considered in all our work
- value generosity of spirit
- believe that we all have a professional obligation to improve as teachers
- believe teachers should engage in educational research to improve their practice
- have a T&L policy based around High Challenge Low Preparation, Rosenshine and Teach Like a Champion
- believe in consistently good teaching which improves student progress
- welcome diverse ideas to solve problems



## Curriculum

The curriculum at St Peter's has been designed to ensure all students develop academically, spiritually, morally, socially and physically. As part of the curriculum the government expects schools to promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. As a Catholic school, St Peter's embeds those values through its ethos and mission statement, which extends to all activities in school, within and outside the taught curriculum.



Independent Advice and Guidance (IAG) meetings are provided to all students in Y8-13 appropriate to the stage and age of pupils. These interviews are to ensure that pupils make informed choices at every stage and are in a position to make the next step into further or higher education, apprenticeships or employment. Careers education is delivered holistically as part of the Citizenship curriculum, during form times and by individual subject areas.

Further information about the curriculum will be made available to pupils when they make their subject choices for KS4 and KS5.

**KS3**  
In years 7, 8 and 9, all pupils study the statutory National Curriculum subjects; Mathematics, English, Science, MFL, Geography, History, Art and Design, Design Technology, Music and PSHE in addition to the non-statutory subjects Drama, Religious Education, Personal Development and Computing. In the Spring Term of Year 9 pupils select which optional subjects they will study in Years 10 and 11.

## KS4

In years 10 and 11, all pupils continue to follow a core programme of Mathematics, English Language and English Literature, Religious Education, Science, PE and PSHE. At KS4 Science GCSEs are offered in Biology, Chemistry and Physics, as well as Combined Science.

The majority of pupils will study the core curriculum plus:

- A Modern Foreign Language (French, German or Spanish)
- A humanities subject (History or Geography)

The following optional subjects are available:

- A second humanities subject (History or Geography)
- A second Modern Foreign Language (French, German or Spanish)
- Art and Design
- Business Studies
- Catering
- Computer Science
- Dance
- Drama
- Health and Social Care
- Music
- PE/Sport
- Product Design (Resistant Materials or Textiles)
- Sociology



Work experience is a vital part of Key Stage 4. It gives pupils an insight into the world of work and can help to influence post –16 choices and career plans. All Year 10 pupils spend a week taking part in Work Experience. Placements vary a great deal and have included experiences in the Army, offices, nurseries and schools, theatres, engineering companies, catering, journalism, archaeology, the RAF, banking, travel agencies and so on.

## KS5

A wide range of subjects are offered at St. Peter's Sixth Form. Students select three subjects to study over two years. All students have the option to study AS Level Core Maths in Y12. Students studying Mathematics may wish to study Further Mathematics as a fourth subject.

All students will study the Extended Project Qualification (EPQ) or Christian Living as part of their religious and vocational education. Students can choose from a range of enrichment activities, such as supporting in KS3 lessons, paired reading, peer mentoring/mediation or PE.

# Wellbeing Charter

## Professional Development

We have a non-hierarchical approach to professional development; staff are given opportunities to lead training sessions

- We develop leadership positions at all levels e.g. NPQSL, NPQML, SLE, NPQH
- We have a comprehensive training programme and support for trainees and NQTs
- We have a CPD programme for experienced staff
- Observations are developmental and not graded



## To Reduce Workload, we have:

A staff workload group to guide and develop policy

- Teaching resources shared centrally by every department
- A cover team to help reduce cover for teaching staff
- A whole school marking policy to ensure any homework set is meaningful, manageable and motivating
- Reduced the number of data entries
- Replaced lengthy written subject re-ports, with concise TIPs (To improve)
- SLT Open Door Policy at all times
- Implemented fewer meetings, with those that do take place doing so when they are needed
- Employed external invigilators for Year 11 mocks
- Established a Communications Policy which protects time outside of school day



## At St Peter's we have:

- Laptop for all teaching staff
- Supportive staff, with cake, laughter and friendship in the staffroom
- A culture of peer-to-peer praise
- A buddy system for new staff
- A staff room with facility to eat lunch, relax, work and support colleagues
- Regular staff social events out-of-school
- A flexible and generous approach to family appointments, children's events, sports days etc.
- Free on-site parking
- Frequent consultations on aspects of school such as the annual calendar
- Celebrations of successes, e.g. staff marathon runners
- A range of after school fitness/ wellbeing clubs and creative classes
- Seasonal events for everyone to show their less serious sides
- Countless opportunities to get involved with the wider life of the school including trips and visits, e.g. Year 7 Bushcraft
- A counselling service free to all staff both in-house and externally
- Staff who are Mental Health Ambassadors
- Staff 'treats' such as pancakes on Shrove Tuesday and an Advent raffle



## Employment Benefits include:

- Yearly flu-jab vaccinations
- Childcare vouchers scheme



## **Assistant Site Manager**

### **C Band £26,824-£29,540**

**Full-time (37 hours), All-year round**  
**Permanent contract, Required ASAP**

**St Peter's Catholic School, part of Our Lady and All Saints MAC, is looking for a dynamic and self-motivated Assistant Site Manager to join our team of staff.**

**We are looking for someone who is approachable with good interpersonal skills, an engaging professional committed to work alongside a friendly and hardworking team to support the pupils. The ability to manage a varied workload, along with a friendly and positive manner is essential. The post holder will need to be confident and professional in liaising with staff, pupils and contractors/visitors. The role involves all types of site maintenance. Training will be provided. Previous experience of working in an educational setting is desirable but not essential.**

St Peter's Catholic School is a popular, oversubscribed and successful school, committed to academic and pastoral excellence. We pride ourselves on the high academic standards that we achieve across all key stages; the pastoral care that we provide and the enrichment opportunities that we offer.

Please apply via MyNewTerm. **Please note CV's are not accepted.** Prospective candidates are welcome to contact the school for more information or an informal chat about this post. Please email Mrs J Pate, Headteacher's PA on [patej@st-peters.solihull.sch.uk](mailto:patej@st-peters.solihull.sch.uk)

St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates. If you have any problems, or require an application form or other documents to be emailed to you, please email [recruitment@st-peters.solihull.sch.uk](mailto:recruitment@st-peters.solihull.sch.uk).

**Closing date:** Tuesday 19<sup>th</sup> May 2026 at 9.00am

**Interview date:** TBC

We hold the right to interview prior to closing date and close the applications early.

## Job Description

### Job Details

Salary	C Band (£26,824-£29,540)
Hours	Full-time (37 hours per week) All year around – Shift 10.00am-6.00pm (40 minute unpaid break)
Contract Type	Permanent Contract
Reporting To	Site Manager

### 1. Job Purpose

The Assistant Site Manager is responsible in collaboration with the Site Manager for all aspects of the site maintenance, including a wide range of duties and responsibilities connected with the fabric and grounds of the school.

- Maintain clean, safe and secure school premises, which includes buildings and grounds.
- Carrying out some portorage duties, such as moving furniture and equipment around school, as well as organising large deliveries.
- Carrying out some cleaning, handy person activities, routine maintenance and refurbishment, portorage and minor repairs.
- Being jointly responsible, with Site Manager and School Business Manager, for the health and safety of the site, promoting this around the school.
- All other aspects of site management, such as supervising external contractors, and site use and development planning.
- Advising the Headteacher/Estates Lead on suggested improvements to the general school environment.

### 2. Duties and Responsibilities

#### 2.1 Main Duties

##### General Duties:

- Manage the provision of portering and furniture moving around school, as required, to enable school activities to proceed as planned and that the entrance of the school is always clear and welcoming.
- Ensure that orders received into school are delivered to the appropriate area/person as necessary.
- Maintain the general school premises, furniture and fittings, and report any issues to the School Business Manager.
- Carry out regular H&S inspections and Risk Assessments in conjunction with the Health & Safety Policy.
- Carry out small repairs and DIY projects.
- Deputise for the Site Manager in their absence.
- Assist in the preparation of documentation for tenders or specifications of small to medium building projects.
- Advise on site development projects and make recommendations on site use.
- Attend Health & Safety Committee Meetings.
- Minibus driving – ad hoc collection of supplies e.g. building supplies etc.

## 2.1 Main Duties (cont)

### Cleaning

- Ensure the school is kept clean and tidy and is conducive to learning, ensuring that the appearance of buildings and site is well cared for.
- Carry out cleaning ad-hoc duties, such as the dining hall, litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.

### Maintenance and Repairs

- Handyperson Tasks: Performing minor building repairs, such as painting, replacing tap washers, fixing furniture, and minor plumbing work for example.
- Porterage: Moving furniture and deliveries around school site.

### Grounds and Facilities Management

- Grounds upkeep: Clearing litter, emptying bins (internal and external), clearing drains from leaves/litter.
- Support with the health & safety requirements of an emergency situation including gritting, Snow removal, flooding etc.

### Security

- Act as point of contact for matters relating to the school building and the site.
- Maintain the security of the school premises as a key holder.
- Lock and unlock the premises as required.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off and gas and electrical appliances are turned off and lock up as appropriate if not.
- Assist the Site Manager with the Alarm Systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.

### Health and Safety

- Ensure a safe working and learning environment in accordance with relevant legislation.
- Carry out regular checks and inspections of the premises, regular health and safety checks, including on legionella risk, sports equipment, safety equipment and any hazards on school premises, keeping accurate records, as and when required.
- Carry out regular Health & Safety inspections and Risk Assessments in conjunction with the appropriate policies.
- Monitor the work of contractors, ensuring safe working practice and quality of work.
- Adhere to all COSHH requirements including attending required training.

### Responsibilities

- Ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- Support in ensuring that routine maintenance service checks on all serviceable equipment are carried out e.g. boilers, fire-fighting equipment, school lift etc and results recorded.

## 2.2 People

\* Visitor Management: Supporting security and Safeguarding procedures by checking contractors on-site are either escorted or on SCR register. Liaising with the office.

## **2.3 Safeguarding**

- Support the Headteacher in promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with. The postholder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been completed.
- Carry out Annual Safeguarding training.
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC.

## **2.4 Health & Safety**

Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.

## **2.5 Policies & Procedures**

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

## **2.6 Information Management**

As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the General Data Protection Regulations 2018.

## **3. Other Conditions**

### **3.1 Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

### **3.2 Equal Opportunities**

Our Lady and All Saints Multi Academy Company is committed to Equal Opportunities and expects all staff and volunteers to recognize and value differences and to treat everyone with dignity and respect.

### **3.3 Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

### **3.4 Training and Development**

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.**

## Person Specification

	Essential Criteria	Desired Criteria	Measured by
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>5 Grade A*-C (9-4) GCSEs, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Minibus driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable experience of caretaking</li> <li>Building maintenance.</li> <li>Security including alarm systems</li> <li>Cleaning work</li> <li>An awareness of Safeguarding</li> <li>Experience of paying particular attention to detail</li> <li>Painting and decorating skills.</li> <li>Ability to complete DIY.</li> <li>Working in a team</li> <li>Working with contractors</li> </ul>	<ul style="list-style-type: none"> <li>A demonstrable understanding of the need for stringent safeguarding procedures when processing visitors to the school and the confidence and ability to deal with a wide range of requests.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to communicate clearly and confidently with people at all levels</li> <li>Able to provide a friendly, polite and professional service</li> <li>Able to work with minimum supervision, using own initiative</li> <li>Ability to record written and numerical information accurately and reliably</li> <li>Ability to work under pressure and prioritise workloads</li> <li>Ability to be organised</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Task</li> </ul>
<b>Core Qualities</b>	<ul style="list-style-type: none"> <li>Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity</li> <li>Communication: shares and listens to information, opinions and ideas using a range of effective approaches.</li> <li>Self Awareness: learns continuously and effectively adapts behaviour in response to feedback</li> <li>Service Delivery: understands customer needs and responds appropriately, including the need to challenge.</li> <li>Approachable</li> <li>Embraces change well.</li> <li>Deals with difficult situations effectively.</li> <li>Able to work flexibly and out of school hours as required.</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Task</li> </ul>

## Person Specification

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Tactful and courteous</li> <li>• Willingness to learn</li> <li>• Excellent attendance and timekeeping</li> <li>• Customer focused attitude</li> <li>• Supportive of the ethos of St. Peter's Catholic School and committed to the continued success of the School</li> <li>• Able to carry out the physical duties of the job</li> <li>• Able to carry out some manual handling and lifting</li> <li>• Able to carry out work at high levels using appropriate equipment.</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
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An online search may also be carried out as part of due diligence on all short-listed candidates.

### Requirements of the Post

The employment checks required of this post are:

- Evidence of entitlement to work in the UK and essential qualifications
- Two good references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)
- Overseas checks (where applicable)
- Birth certificate to be provided.



## Notes to Applicants

Applications will only be accepted from candidates completing the application form in full. **CV's will not be accepted in substitution for completed application forms.**

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification and job description.

Closing date for applications: Tuesday 19<sup>th</sup> May 2026 at 9.00am  
Interview date: TBC

### Applying

If you decide to apply for this position, please do so via MyNewTerm.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the school, please visit [www.st-peters.solihull.sch.uk](http://www.st-peters.solihull.sch.uk).

