



Site Manager

Candidate Information Pack

St Andrews CE Primary School



Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision: The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health.**



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.




Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

About St Andrews CE Primary

Together in God's love we learn, inspire and grow.

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St Andrews CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have a close link with our Church. We joined LDST in May 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2022 OFSTED where we were rated as Good.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment. Our school environment is very important to us and our families and we take pride in providing a clean and cared for school.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; St Andrews Church and Chapel and local outdoor areas. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight in to what makes us a truly successful and happy school.

Job Description

Title: Site Manager

Salary: Scale E SCP 7-11 (£26,403 - £28,142)

Hours: 29 Hours Per Week – Split Shift to accommodate opening and locking up. Hours 7am – 9.15am and 2.30pm – 6pm. Monday to Friday (one day a week to include an additional 15 minutes). School are open to discussion around the distribution of hours as long as statutory tasks are met.

Accountable to: Headteacher and School Business Manager

Location: St Andrews CE Primary

Under the guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school site.

Main Duties: Security and Safety, Energy Management, Porterage, Maintenance, support for the School /Organisation, Compliance Assessments.

Personal Attributes: Dedicated, reliable, understanding and caring. Be able to operate calmly under pressure and meet deadlines. Be able to organise own work efficiently and use own initiative.

Job Title	Site Manager
Hours	29 hours (split shifts to accommodate opening and closing of the school, school are open to discussion around distribution of hours as long as statutory tasks are met)
Reports to	Headteacher and School Business Manager
Liaison with	Headteacher, Senior Leadership Team, Pupils, Parents, Governors
Job Purpose	To aid the Headteacher and staff in the smooth running of the school with attention to health and safety and security
Headteacher Accountabilities	<ul style="list-style-type: none"> Working with the individual to support and advise.
Duties	<ul style="list-style-type: none"> Under the day to day direction of the School Business Manager and Headteacher, ensure the safe running of the site. Under the guidance of appropriate senior staff, be responsible for building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school site.
General	<ul style="list-style-type: none"> To understand and apply school polices in relation to health, safety and welfare. Attend relevant training and take responsibility for own development.

- Attend school meetings as required.
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety and Safeguarding in the workplace.
- Ensure that all duties and services provided are in accordance with the Schools Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

SECURITY AND SAFETY

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the Sefton security force and police as appropriate.

Make premises secure after break-ins.

Transport cash to the Bank as and when required.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Contribute to the completion of risk assessment of security risks to the designated multi-school (site) premises (grounds, premises, and contents) including vandalism/arson.

Ensure compliance with statutory duties including Fire safety and Legionella testing.

Liaise with officers and employees of the Local Authority, workers, and contractors.

	<p><u>ENERGY MANAGEMENT</u></p> <p>Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.</p> <p>Ensure lights and other equipment are switched off as appropriate.</p> <p><u>PORTERAGE</u></p> <p>Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.</p> <p>Demonstrate and assist in the safe and effective use of specialist equipment and materials.</p> <p>Undertake porterage of stock, furniture and equipment as required.</p> <p><u>MAINTENANCE</u></p> <p>Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.</p> <p>Responsible for the operation of a preventative planned maintenance program and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.</p> <p>Undertake minor day-to-day repairs as required.</p> <p>Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious, and ethnic background.</p> <p>Contribute to the organisation's ethos, aims and development / improvement plan.</p> <p>Work as part of a team appreciating and supporting the role of other people in the team.</p> <p>Responsible for maintaining records, (including Statutory testing and recording for Fire Safety and Legionella Logs)</p>
--	---

information and data, producing analysis and reports as required.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist in the induction of other support staff as required.

Note In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Monitor the cleanliness of the designated school premises, liaising with the Cleaning Supervisor on a daily basis.

Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi-school (site) premises.

Ensure compliance with statutory responsibilities including annual Fire Risk assessments and undertaking the duties of the responsible person in relation to Legionella testing.

SUPPORT FOR THE SCHOOL/ORGANISATION

	<p>Enable access to the schools for a maximum of 30 hours per annum following the normal closure time of the designated school premises.</p> <p>Undertake letting and related duties as required.</p> <p>Prepare the school premises and site for out of school activities and clearing up after these activities.</p> <p>Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.</p> <p>Responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of budget.</p>
--	--

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification – Site Manager

<p style="text-align: center;">School Name</p> <p style="text-align: center;">St Andrews CE Primary</p>	<p style="text-align: center;">Essential (E) or Desirable (D)</p>
<p>Skills</p> <ul style="list-style-type: none"> • Basic Maintenance Knowledge • Compliance and Health and Safety Knowledge 	<p style="text-align: center;">E E</p>
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Qualification in Maths/Numeracy and English/Literacy • Experience of Site Management role or similar • Ability to relate well to children and adults. • Awareness of COSHH regulations • Awareness of Health and hygiene procedures • Awareness of Working at height/Moving and handling procedures • Knowledge of the Code of Safe Working Practice for Caretaking and Premises Staff • Budget Management Experience 	<p style="text-align: center;">E E E E E D D D</p>
<p>Professional Values and Practice</p> <ul style="list-style-type: none"> • Work alongside other Stakeholders (staff/children/contractors) • Willingness to develop Skills through training. 	<p style="text-align: center;">E E</p>

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form completed on MyNewTerm
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email emma.ainsworth@ldst.org.uk or call 0151 526 1378

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: 9am, Friday 5 June 2026

Interview Date: To be confirmed

Start Date of Post: As soon as possible following Pre Employment Checks

Please contact the school office on 0151 526 1378 or email emma.ainsworth@ldst.org.uk to arrange a visit.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen