



GREYFRIARS
CATHOLIC SCHOOL

Assistant Site Manager

Assistant Site Manager

Thank you for your interest in the role of Assistant Site Manager at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

We are looking to appoint a reliable, self-motivated and committed Assistant Site Manager to support the day-to-day running of Greyfriars Catholic School. This is a vital role within the life of the school, helping to ensure that our site is safe, welcoming and well maintained so that students and staff can thrive.

The successful candidate will ideally have experience of working in a school or similar environment and will bring a conscientious, practical and logical approach to a wide range of tasks. The role includes opening and securing the site, carrying out routine maintenance and minor repairs, and responding flexibly to the changing needs of a busy school day.

Greyfriars Catholic School is situated in Oxford and serves a diverse local community with a wide range of backgrounds and needs. We pride ourselves on being a close-knit, caring community, committed to enabling every student to flourish both personally and academically. Those who work at Greyfriars understand that their role — whatever it may be — contributes directly to the life chances of the young people we serve.

This is an exciting time to join the school. With new leadership at many levels and strengthened systems and routines now in place, Greyfriars is entering a period of positive and significant change. This role offers genuine scope to be part of something ambitious, supporting the smooth running of the school and helping to create an environment where high expectations and learning can flourish.

The successful candidate will be:

- ➔ Reliable, trustworthy and professional
- ➔ Flexible, adaptable and able to prioritise effectively
- ➔ Competent in general maintenance and practical tasks
- ➔ Confident in working with others and building positive relationships
- ➔ Enthusiastic, self-motivated and committed to making a positive difference

Our vision at Greyfriars Catholic School is to be a school that champions each and every student so they can flourish individually and collectively. We champion students by teaching them well, supporting them with care, and holding them to account when they need guidance. This is underpinned by a culture where working hard and being kind matters and where every member of staff plays a part in creating a safe, calm and purposeful environment.

Please do not hesitate to contact us should you wish to seek further information. I would be delighted to personally show you around our wonderful school and discuss this role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

To apply for the post of Assistant Site Manager, please fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager Sophie Upellini as follows:

Email: s.upellini@gfcs.uk

Tel: 01865 749933

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: TBC

Job start: September 2026

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice.

Job Title:	Assistant Site Manager
Reporting To:	Site Manager
Salary:	Grade 7 Point 13-17 (£29,064 to £31,022 (FTE) annually)
Hours:	37 hours per week (hours to be confirmed)
Work pattern:	Monday - Friday
Contract Type:	Permanent
Disclosure Level:	Enhanced DBS

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith. The PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

Job Description: Assistant Site Manager

Site Security and Access

- Support the Site Manager in ensuring the school premises are secure at all times, including opening and closing the site as required.
- Implement and follow agreed procedures for securing the site outside school hours, including during lettings, events and occasional evening activities, with flexibility to support these when required.
- Ensure intruder alarms, CCTV and access control systems are operational and tested at agreed intervals, reporting faults promptly.
- Ensure external doors, windows, locks and catches are maintained in good working order.
- Maintain accurate records of keys, fobs and access codes in line with school procedures.

Premises, Plant and Equipment

- Assist with the maintenance of the school buildings and grounds in line with planned maintenance programmes.
- Identify and respond promptly to maintenance issues, hazards or emergency repairs, escalating matters beyond own competence to the Site Manager.
- Carry out routine repairs and maintenance to the fabric of the building, furniture and equipment where appropriate.
- Monitor heating, lighting, water, drainage and other services, including taking meter readings as required and reporting faults.
- Ensure all plant, tools and equipment are maintained in safe working order.

Operational Support and Teamworking

- Take pride in maintaining the appearance of the site so that it reflects positively on the school.
- Support the Site Manager with day-to-day organisation, including agreed rotas and routines for caretaking, cleaning and grounds maintenance.
- Work cooperatively with cleaning and grounds staff to ensure consistent standards are maintained.

Health, Safety and Compliance

- Follow all school health and safety policies, procedures and risk assessments and work safely at all times.
- Assist, or deputise when required, in responding to incidents including fire, flood, security breaches or accidents, ensuring actions are logged and reported appropriately.
- Undertake routine statutory checks as directed, including fire alarm tests, emergency lighting checks, fire exit routes and fire doors, maintaining accurate records.
- Support the monitoring of contractors on site to ensure work is carried out safely, in line with specifications and school procedures.
- Assist with the annual review of risk assessments and health & safety documentation as directed.
- Manage waste storage and disposal in line with statutory requirements.
- Provide emergency first aid if appropriately trained.

Cleaning, Grounds and Environment

- Support the maintenance of cleanliness and hygiene across the site, including buildings, external areas, walkways, playgrounds, car parks and grounds.
- Ensure pathways and external surfaces are kept safe and clear, including gritting and salting during adverse weather.
- Report vandalism, graffiti or damage promptly and ensure issues are addressed in a timely manner.
- Assist with moving furniture and equipment to support the day-to-day operation of the school.
- Carry out occasional window cleaning and other cleaning duties as required.

Events, Lettings and Customer Service

- Support school events, lettings and public-facing activities as agreed, including ensuring the site is prepared and presented to a high standard.
- Build positive, professional relationships with staff, students, visitors, contractors and external partners.
- Ensure deliveries are managed efficiently and reception and circulation areas remain clear and welcoming.

Monitoring and Reporting

- Where services are delivered by external contractors (e.g. cleaning or grounds maintenance), monitor standards against agreed specifications and report concerns to the Site Manager or School Business Manager.

Training and Professional Development

- Take responsibility for your own professional development and attend training relevant to the role, including health & safety training.
- Maintain required records and competencies for the role.
- Assist with swimming pool operations where required, under the guidance of trained colleagues.

General Duties

- Undertake portage, deliveries and errands as required to support the effective running of the school.
- Carry out routine maintenance and safety checks on the school minibus, where required, and maintain appropriate records.

Person Specification

1. Qualifications & Training

Essential

- Good general standard of education.
- Willingness to undertake relevant training, including health & safety and safeguarding.

Desirable

- Recognised qualification or certification in site management, caretaking, maintenance or a related field.
- First Aid qualification (or willingness to train).
- Health & Safety training (e.g. COSHH, fire safety, manual handling).

2. Experience

Essential

- Experience of carrying out general maintenance, caretaking or site-related duties.
- Experience of working in a role requiring responsibility for safety, security and the care of buildings.
- Experience of working independently and using initiative to prioritise tasks.

Desirable

- Experience of working in a school or similar environment.
- Experience of supporting compliance with health & safety procedures and statutory checks.
- Experience of working with contractors or external service providers.

3. Knowledge & Understanding

Essential

- Understanding of the importance of health & safety in a busy working environment.
- Knowledge of safe working practices, including risk assessments and accident reporting.
- Awareness of the need for site security and safeguarding in a school setting.

Desirable

- Knowledge of statutory premises requirements in schools.
- Understanding of safeguarding responsibilities and professional boundaries when working with children and young people.

4. Skills & Abilities

Essential

- Ability to carry out routine maintenance, minor repairs and practical tasks to a good standard.
- Ability to identify hazards, defects or maintenance issues and take appropriate action.
- Good organisational skills, with the ability to prioritise tasks effectively.
- Ability to work both independently and as part of a team.
- Good communication and interpersonal skills, with the ability to build positive working relationships.

Desirable

- Ability to maintain accurate records and complete basic documentation.
- Basic IT skills relevant to record-keeping and communication.

5. Personal Qualities

Essential

- Reliable, trustworthy and professional at all times.
- Flexible and adaptable, with a positive approach to problem-solving.
- Conscientious, with strong attention to detail.
- Calm and practical when responding to unexpected situations.
- Commitment to maintaining high standards of cleanliness, safety and presentation.

6. Commitment to the School Ethos

Essential

- Commitment to the values and ethos of a Catholic school.
- Willingness to support the school's mission to champion every student so they can flourish individually and collectively.
- Understanding that all roles in the school contribute to safeguarding and student wellbeing.

7. Other Requirements

Essential

- Willingness to work flexibly to meet the needs of the school, including occasional early starts or evening work.
- Willingness to undergo appropriate pre-employment checks, including an enhanced DBS check.

All staff are expected to:

- ☐ Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- ☐ Contribute to the school's programme of extra-curricular activities, which may mean locking up an area at a different time.
- ☐ Support and contribute to the school's responsibility for safeguarding students. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- ☐ Work within the Schools Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- ☐ Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- ☐ Engage actively in the performance review process.
- ☐ Adhere to policies as set out by the PFMAC and School.
- ☐ Undertake other reasonable duties related to the job purpose required from time to time.

PFMAC Ethos

In addition to the specific responsibilities of this post, every member of staff at Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue personal development as agreed

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School. It is not intended to be a comprehensive listing of every task that a Greyfriars Catholic School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. The post holder will report to the School Business Manager. The post holder will work in cooperation with other staff.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____