



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



Site manager

Pay Scale: Band 5 SCP 5-6, Based on experience (£25,583- £25,988 per annum)
37 hours per week - All year round - 5 days a week
6:30am - 10:30am & 2:30pm - 6:00pm
Permanent

As a school that strives for excellence in all areas, we are looking for a Site Manager to strengthen our team.

Our Lady and St Brendan's Catholic Primary School is seeking to appoint a reliable, proactive and enthusiastic Site Manager to support the smooth running of our school. This is a fantastic opportunity to join a caring and committed school community where your work will directly contribute to creating a safe, welcoming and high-quality learning environment for pupils and staff.

Visits to our schools are warmly welcomed. To request an application pack or arrange a visit, please contact Martyn Filson, Office Manager:
martyn.filson@olsb.bcwcatholic.co.uk / 01274 611992

Applications must be completed on a CES application form which is available on our school website. CVs will not be considered.



Closing date for applications:

4:00pm Friday 19th June 2026

Interviews:

Week commencing 22nd June 2026

The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020

The Role

- You will be responsible for the maintenance, cleanliness, security and health and safety of the school premises.
- Duties include routine repairs, statutory checks, contractor liaison, site improvements, and supporting school events or lettings.
- You will also help manage cleaning staff and contribute to facilities planning with the Trust Central Team. The role may involve lone working and occasional out-of-hours duties, including evenings and weekends.

You Will:

- Take pride in your work and the presentation of the school site
- Be a team player who is approachable, flexible and professional
- Have experience in premises maintenance, cleaning or site supervision
- Be confident using or learning digital compliance systems (e.g. EVERY – training provided)
- Understand or be willing to learn about statutory health and safety requirements
- Be physically fit and capable of carrying out manual tasks, including working at height
- A full driving licence is desirable, and you must have (or be willing to obtain) business use vehicle insurance, as travel between Trust sites may be required.

In Return, We Offer:

- A welcoming school community with strong values and Catholic ethos
- Supportive line management and Trust-wide estates support
- Induction and regular CPD to support your development
- Varied and rewarding day-to-day duties
- A secure and permanent contract within a growing Trust



Experience	Essential or Desirable
Experience of general maintenance, cleaning and site supervision	E
Experience of using tools, materials and equipment relevant to premises management	E
Experience working in a school, educational, or public-facing environment	D
Experience work supervising a team	D
Experience with budget monitoring or stock control	D
Knowledge	Essential or Desirable
Understanding of health, safety, hygiene and security practices	E
Knowledge of routine maintenance, cleaning and premises procedures	E
Awareness of safeguarding and child protection procedures	D
Understanding of planned preventative maintenance (PPM) systems and compliance requirements	D
Qualifications & Training	Essential or Desirable
Basic literacy and numeracy (e.g. GCSE English and Maths or Functional Skills Level 2)	E
Willingness to undertake relevant training (e.g. Health & Safety, COSHH, Manual Handling, Fire Safety)	E
Level 2 Diploma in Facilities Services (RQF) or equivalent	D
Trade qualification in a relevant field (e.g. plumbing, joinery, electrical – City & Guilds Level 2/3)	D

Person Specification

Skills	Essential or Desirable
Ability to work independently and use initiative	E
Able to work flexibly and prioritise competing tasks	E
Good communication and interpersonal skills	E
Competence using IT systems for record-keeping, email and reporting (e.g. EVERY, Microsoft Office)	D

Other Requirements	Essential or Desirable
Physically able to carry out manual tasks (e.g. lifting, working at height)	E
Reliable, flexible, proactive and committed	E
Fluent in spoken English (per Immigration Act 2016)	E
Access to a vehicle and business use insurance (for inter-site travel or errands, if required)	D
Willingness to support the school's ethos, including attending events or lettings outside normal working hours	D



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Unlocking Opportunities: Our Offer to You



Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



Vivup Lifestyle Benefits:

Enjoy a range of high street discounts through Vivup.



Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and awarded.