

# Brownedge St Mary's Catholic High School



Required As soon as possible

## Site Manager

Full time (37 hours) – Full Year (52 weeks)

Please note holidays should not be taken during term time.

## Grade 6

The Governors wish to appoint a friendly Site Manager to join our school community here at Brownedge St Mary's. As Site Manager you will undertake a full and pro-active role in the development of the school and use of premises by the local community including the management of the school lettings.

As a member of the School Management Team, you will contribute ideas and strategies and provide an active input in relation to all matters concerning the premises/site. You will organise and manage the premises, taking the lead on all site-related matters, including managing the caretaking/cleaning operations of the school; Monitoring contract compliance, to the agreed quality standards; Taking a lead role on Health & Safety, reporting to the Health and Safety Committee. Ensuring security of the site and related resources, ensuring risk assessments are undertaken, training is provided to staff, and statutory regulations are complied with.

As Site Manager you will be a key holder for the school ensuring its security and efficiency.

The ability to drive the school minibus would be beneficial or the willingness to undertake the relevant qualifications towards this.

We currently operate a shift pattern of 6.00 am – 2.00 pm and 10.00 am – 6.00 pm during term time, however this could be subject to change. You must be flexible in your working hours depending on the needs of the school. Please note holidays should not be taken during term time.

CV's will not be accepted without a completed application form.

Application packs are available from our school website: [www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk)

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

"This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class."

OFSTED January 2020

This post is subject to an enhanced Disclosure and Barring Service check.

Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people

Closing date: noon on 15<sup>th</sup> March 2021

Interviews will commence from 18<sup>th</sup> March 2021