



Site Manager

Job Advert	
Salary:	Salary range: 2C pt 14-18 (£29,540 - £31,537)
Hours:	Full time, 36 hours per week
Required:	As soon as possible
<p>The Governors of All Hallows RC High School are seeking to appoint an enthusiastic, self-motivated, reliable and dedicated Site Manager who will provide a comprehensive site management service. The successful candidate should be able to lead and motivate a team and be able to prioritise tasks. Duties will include security, maintenance, repairs, liaising with contractors, cleaning, monitoring the fabric of the building and ensuring that the school is welcoming, attractive and a safe environment for the whole school community.</p> <p>The building was newly built in 2014 and is in excellent condition with both staff and pupils respecting their environment. Staff at school are friendly, welcoming and supportive.</p> <p>The successful candidate should be able to demonstrate a great deal of pride in the building and passion for the role. They must be a key member of the team, taking responsibility for the development and improvements of the school buildings and grounds.</p> <p>Application packs to be returned to Ms G Perkins at All Hallows RC High School, 150 Eccles Old Road, Salford, M6 8AA or via email to g.perkins@allhallowsrc.co.uk.</p> <p><i>All Hallows are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.</i></p>	

Next Steps

Application packs be returned to: Ms Gemma Perkins, All Hallows RC High School, 150 Eccles Old Road, Salford, M6 8AA. **Telephone:** 0161 921 1900 **or email:** g.perkins@allhallowsrc.co.uk

Closing date for applications:

Friday 05 June 2026 midday

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Job Description

Post title:	Site Manager
Responsible to:	Headteacher / School Business Manager
Function:	To provide a comprehensive site management service within the school to include security, cleaning, maintenance and repairs and monitoring of the fabric of the building.

General Duties

1. To ensure the site team manage and oversee the opening and closing of the school building each day and to act as main key holder and respond to call-outs as necessary in the event of fire damage, burglary, floods etc.
2. Keep a record of all work carried out on a daily basis to be checked during health and safety audits, ensuring this work is communicated with the site team.
3. To ensure proper use of premises and resources by occupants of the building.
4. To conduct weekly fire alarm, water checks and safety equipment checks reporting any faults to the relevant parties to deal with accordingly (also update SBM) and taking all sensible precautions against risk of fire. Keep all information up to date in files, which will be monitored by the SBM and Audit.
5. To check all security, alarm and surveillance equipment, resetting alarms as determined by the Headteacher and reporting faults to alarm companies.
6. To prepare, supervise and contribute to the annual cleaning/maintenance programme, to cover the whole of the school and its contents.
7. To ensure that all areas within the site boundary, i.e. playground, toilets, paths, car park, etc are kept clean, tidy and free from rubbish and litter – checking the areas are safe and secure.
8. Removing rubbish and waste and ensuring it is ready for collection by the appropriate waste disposal team.
9. Make sure the gates are opened and locked at appropriate times, ensuring the site is safe at all times.
10. Check all playgrounds/school site each morning for litter e.g. glass bottles etc.
11. Oversee and prepare and tidy rooms/hall if used after school hours (following any school events/lettings).
12. Porter duties including daily delivery around school premises
13. Order stock as necessary via the SBM.
14. Boiler room to be kept clean/accessible at all times.
15. To monitor the cleanliness of windows and liaise with the relevant parties when required.
16. To oversee all toilets are being checked frequently and cleaned/replenished.
17. To provide access to the building in the event of snow and ice or minor flooding or similar emergency situations.
18. Supervise bin collection ensuring security of children in the playground.
19. To clean areas soiled by pupils.
20. To change locks (of same type) and get keys cut when required by the Headteacher/SBM.
21. Site team's room to be kept clean and tidy.
22. To undertake responsibility for and monitoring the work of the cleaners employed by Bulloughs or other cleaning contractors as follows:-
 - 1) To work alongside the cleaning supervisor to ensure high standards of cleaning
 - 2) Take out of use faulty equipment
 - 3) Carry out repairs as allowed under Health and Safety
 - 4) Report major faults to SBM
 - 5) Ensure acceptable standards of cleaning
 - 6) Report problems to the Area Supervisor via the SBM
23. To take a proactive role in the maintenance and monitoring of the fabric of the building by undertaking regular inspection.
24. All work must be carried out in accordance with Health and Safety requirements and safe working practice as requested by the Headteacher as follows:-
 - 1) Undertaking day to day repairs, for example, nature to window frames, doors, skirting boards, plasterwork
 - 2) Painting and decorating of doors, windows, classrooms, woodwork etc
 - 3) Removal or painting over all graffiti as and when necessary in accordance with COSHH regulations
 - 4) Stripping and resealing of floors as and when necessary

- 5) Repairing any damaged caused by vandalism as far as possible
- 6) Undertaking minor alteration/improvements which do not affect the structure of the building, eg putting up shelves, replacing coat-hooks, hanging pinboards, bookshelves, blinds, fixing curtain rails and hanging curtains etc.
25. Monitoring the effective and efficient use of water, heating and lighting.
26. Ensuring that rock salt is used in appropriate areas during adverse weather conditions.
27. Changing light bulbs, fuses, plugs, tap washers etc as necessary.
28. Ensure that clocks are accurate and batteries replaced etc.
29. To undertake all duties in a courteous professional manner.
30. To undertake such additional duties as are reasonably commensurate with the level of this post.
31. Carry out record checks in internal and external fire doors
32. Liaise with the site team on a daily basis and ensure there is a comprehensive
33. To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.
34. Maintain a high standard of punctuality, attendance, appearance and personal conduct.
35. Responsible for the day to day management of site team
36. Ensure site staff and contractors comply to relevant HSE legislation and school policies whilst visiting or working on the school site.
37. To be aware of the main health and safety issues specific to school and how they relate to pupils, staff visitors and contractors.
38. Promote and uphold the Catholic ethos and values of the school
39. To undertake any other duties as required

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Person Specification

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre

Essential

1. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. (A, I)
2. Displays commitment to the protection and safeguarding of children and young people (A, I)
3. Ability to undertake minor alterations and repairs within the site. (A, I)
4. Knowledge of and experience of cleaning, especially floors. (A, I)
5. To act as main key holder for the site. (A, I)
6. Experience of keeping records eg. cleaning materials, maintenance schedules, Health and Safety records. (A, I)
7. Ability to liaise with contractors, agencies, security personnel etc. (A, I)
8. Knowledge about the security of premises. (A, I)
9. Basic knowledge of heating, plumbing, electrical systems – good DIY skills. (A, I)
10. An understanding of Health and Safety issues related to schools. (A, I)
11. Conscientious with the ability to work on own initiative, unsupervised and in a proactive manner along with the ability to work as a member of a team. (A, I)
12. Effective communication skills and willingness to work in a flexible manner to meet the needs of the site. (A, I)
13. Ability to manage and supervise the Caretaker's duties. (A, I)
14. Ability to work flexibly to meet the needs of the school and children's centre, including some evening/weekend work. (A, I)

Desirable

1. Education to GCSE standard (including at least grade C in English and Maths) (A, I)
2. Level 3 or related vocational qualification (A, I)
3. Willingness to undertake training. (A, I)
4. Experience in the use of cleaning machinery. (A, I)
5. Experience of supervising cleaning staff. (A, I)
6. Knowledge of technical equipment including PA equipment, computer equipment etc. (A, I)
7. Understanding of what is required to establish a professional working relationship with staff, parents and children. (A, I)
8. Full clean driving licence. (A, I)

