School Site Manager

Closing Date: 23rd November 2026 at 9.00 a.m.
Interview Date: 27th November 2026

MOSAIC LEARNING TRUST
Raising Aspirations, Empowering Futures



Candidate Information Pack

WELCOME TO THE MOSAIC LEARNING TRUST

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

Aspirational Learning
We aim to *Inspire Excellence* and *Unlock Potential* by creating high expectations and providing personalised learning opportunities for our children.

Empowering People
We Value Every Voice and *Nurture Every Talent*. We prioritise wellbeing, inclusivity, and active community engagement, ensuring that each person feels respected, nurtured and supported.

Collective Ambition Our belief that *Together We Achieve More*. Through sharing resources, and expertise we support each school within the trust, encouraging staff learning and enhancing outcomes for children.



I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development, and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Yours sincerely

Neil Moore
Chief Executive Officer



SCHOOL WELCOME

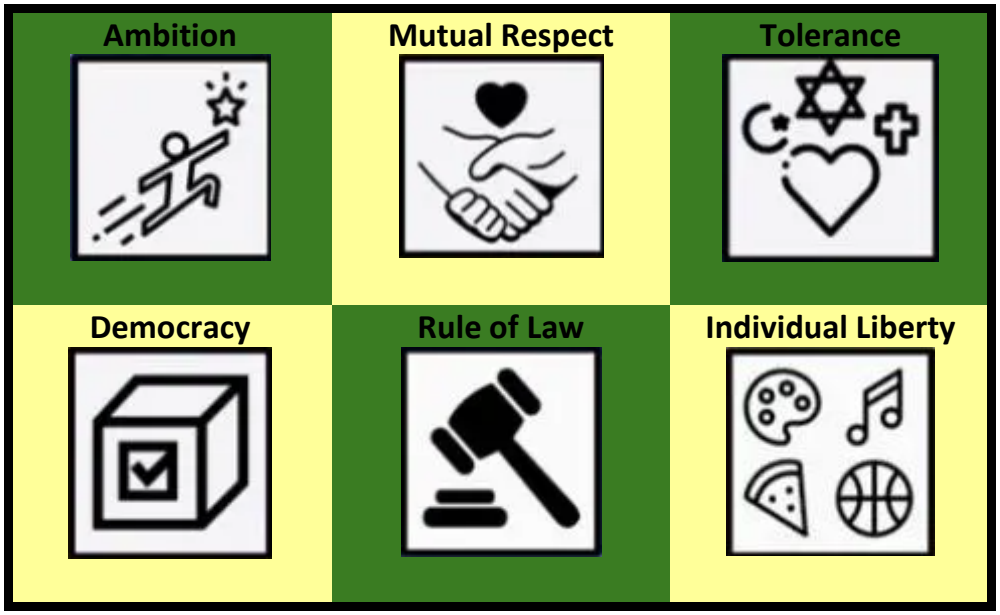
Dear Applicant,

Welcome to Golborne Community Primary School. Golborne Community Primary School is a popular community primary school located in the heart of Golborne. We are looking to appoint a School Site Manager.

Golborne Community Primary School is a nurturing and high performing school, where children are at the heart of everything we do. Our extremely high quality indoor and outdoor learning environments, create memorable experiences that enable all children to flourish, in every year at the school. This is across all curriculum subjects too which are continuously enhanced even more, through trips and welcoming visitors into school to share their skills and experiences.

Our high expectations enable our children to excel academically, as well as develop a love of learning, ensuring they are fully prepared for high school. Our mission statement of ***'Enjoy each day as we learn along the way'*** emphasises how we strive for all children to be happy in school whilst making outstanding progress.

Our school values of Ambition, Mutual Respect, To be Tolerant, Respect Democracy, Rule of Law and Respect Individual liberty. Pride perpetrate through our curriculum and school ethos. These ensure all our children develop into positive citizens and confident learners.



'Pupils behaviour is exemplary at all times of the day. They are polite, kind, patient and respectful. They appreciate being able to talk to staff if anything worries them. Pupils know that staff will do their best to help. This makes them feel safe.' OFSTED

We would hope to work with someone who:

- Is honest and fully adapts to what our shared vision is
- Has experiences of working with children
- Has the skills and knowledge and initiative to support children with a range of needs, particularly around Communication and Language
- Works well with other staff and agencies and has a positive attitude
- Is able to inspire, support, motivate and challenge others
- Has a passion for working with children, is open, honest and has a good sense of humour
- Is supportive of and cares for our fantastic children
- Is an outstanding Class teacher, with ambition for all pupils
- Is an excellent practitioner and professional role model
- Is approachable on both a personal and professional level
- Is able to listen to others' points of view
- Is able to recognise that each child is unique, has individual needs and receives a good education
- Is charismatic and promotes the school to others

In return we offer you:

- Wonderful children to teach and staff to work with
- An exciting and challenging professional opportunity and the chance to make a difference
- in a uniquely diverse setting in the borough
- A dedicated, hardworking team of teachers, support staff, office staff and site team
- committed to achieving the highest standard for all pupils
- Enthusiastic, positive and happy children with good attitudes to learning and to their
- personal development
- Strong and positive relationships with parents, the community, a wide range of agencies
- and the LLG (Leigh, Lowton and Golborne) schools' partnership
- Committed and supportive governors
- A strong, effective and experienced senior leadership team
- Good achievement and standards
- An excellent level of care
- A friendly, happy and supportive atmosphere within a caring and friendly school with a
- strong Community Ethos
- A commitment to your continuous professional development (CPD)

Yours faithfully,

Mrs Baxter
Headteacher



November 2026

Dear Applicant,

School Site Manager - Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- Job Description
- Person Specification
- Application Process

Golborne Community Primary School is advertising for a permanent School Site Manager to commence employment as soon as possible.

The successful candidate will be an experienced and proactive School Site Manager with a strong commitment to maintaining a safe, secure, and welcoming learning environment for pupils, staff, and visitors. Skilled in premises management, health and safety compliance, contractor supervision, building maintenance, security, and site improvement projects, with a proven ability to manage competing priorities effectively. Possesses excellent practical, organisational, and problem-solving skills, ensuring that school facilities remain operational, compliant, and fit for purpose. A reliable team player who takes pride in supporting the wider school community and contributing to the smooth day-to-day running of the school.

The working hours will be 40 per week, term time plus 4 week, 7.00 a.m. until 3.30 p.m. Monday to Friday.

This full-time role will be based at Golborne Community Primary School, however as we are part of the Trust, there may be occasions when you will be required to work at other schools within the Trust.

We encourage applicants to apply through MyNewTerm. Applicants can also apply by filling in the Trust's application form found on the Trust Website or on the GreaterJobs website. Completed application forms can be forwarded by email to d.brownbill@golborneprimary.wigan.sch.uk. Late applications will not be considered.

Applications will be considered as soon as they are received, and the closing date will be Monday 23rd November 2026 at 9.00 a.m. Interviews are scheduled to take place Friday 27th November 2026. Online searches will be carried out on shortlisted candidates (in line for the KCSIE 2023 guidance). Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,

R Atherton

Miss R Atherton
Trust H.R. Manager

JOB DESCRIPTION

INTRODUCTION	
Post Title:	**School Site Manager (Permanent Position)**
Purpose:	To assist the Headteacher in the provision of efficient and effective site services to ensure the school achieves its stated aims and objectives. To contribute ideas and strategies and take an active lead in the planning, development, and implementation of the day-to-day management of the school's facilities and the Site Team's duties. Take a lead role on Health and Safety ensuring compliance with relevant health and safety requirements.
Line Managed by:	School Headteacher
Line Manage:	School Cleaning Team
Liaising with:	Headteacher, Senior Leadership Team, HR, Finance and Operations Manager, Teachers, Support Staff and Outside Agencies
Working time:	40 hours per week (37 contractual hours and 3 contractual overtime hours), Term Time plus 4 weeks. Monday to Friday 7.00 a.m. to 3.30 p.m. (with a 30-minute unpaid lunch break) Flexibility for responding to calls outside the normal working hours as a result of break-ins or security alarm activation as a key holder. Also, during school events e.g. Parent's Evening/Christmas and Summer Fayres.
Salary /Grade:	Grade 6 (SCP 14 – SCP 20) Actual Salary - £31,843.36 - £35,139.07
Disclosure Level	Enhanced

MAIN DUTIES:

Key duties

- Day to day management of the school's operational areas, ensuring the buildings and premises are kept to a high standard of cleaning and repair and are safe for all users.
- Responsibility for the resolution of all site related issues. Produce, update and maintain a Site Development plan, identifying and prioritising maintenance requirements.
- Assist the Headteacher and Chief Operations Officer in development of strategy in relation to the operational areas managed.
- Prepare, plan and organise maintenance programmes for all site related needs.
- Prepare, plan, organise and record compliance checks.
- Monitor energy use and associated costs, engaging staff and pupils in cost saving efficiencies.
- Plan and organise own workload in accordance with the needs and priorities of the school
- Organise, manage and supervise Site Staff duties.

- Undertake recruitment, appraisal and training of the school cleaners as needed.
- Manage any contracts related to the operational area in liaison with the Headteacher and Chief Operations Officer.
- Manage school building/premises projects involving outside contractors.
- Monitor and manage grounds maintenance programme.
- Monitor and manage any other SLA's or agreements that fall within area of responsibility.
- Ensure all premises maintenance and operational equipment is maintained in a safe working order and organise repair/ replacement as necessary, carrying out repairs personally, where able.
- In liaison with the Headteacher manage operational budgets relating to the Site and Grounds.
- Undertake any training appropriate to role.

1. SECURITY

- Act as key holder and carry out security procedures for the building and grounds including the routine and non-routine opening and securing of the premises. Responding to calls outside the normal working hours as a result of break-ins or security alarm activation. **Please note –** *this service is provided by an outside agency and the post holder will only be called out as a last resort.*
- To attend site out of working hours if required, to make recommendations to the Headteacher on unavoidable school closures.
- Provide access to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with workers and contractors and managing contractor activity on site.

2. HEALTH AND SAFETY

- To act as Health and Safety Manager for the school and to be responsible for all aspects of H&S connected with the school premises and site, ensuring compliance with all statutory regulations.
- Help to create, implement and monitor H&S procedures across the school, ensuring staff are trained, fully aware of their responsibilities and are kept up to date with relevant legislation.
- Undertake regular testing of the school's fire alarm and intruder alarm systems, maintaining records.
- Complete Legionella tests and keep accurate records.
- Ensure termly fire evacuations are carried out and maintain appropriate records.
- Undertake annual lockdown drill and keep appropriate records.
- Complete risk assessments along with teaching staff on Evolve for all educational visits outside of school premises.

3. SUPERVISORY

- Manage and coordinate the work of the school cleaners to ensure that school procedures are properly implemented and that outputs are accurately recorded.
- Manage the performance of school cleaners, following school policies and procedures
- Identify and act upon opportunities for improving procedures and processes within team or work area, to support the continuous improvement of services across the Trust
- Act as a technical reference for the team, providing guidance on the more complex issues and monitoring adherence to relevant standards.

4. INDIVIDUALS MAY ALSO

- Maximise opportunities for income generation, assisting in the preparation of bids for additional funding.
- The Trust and School expects flexibility within the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that it not specified in the job profile, but which is within the remit of the duties and responsibilities. They may also be expected to work at other schools within the Trust on occasions.

5. SKILLS, KNOWLEDGE AND EXPERIENCE

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- GCSE or equivalent plus experience of working in a similar role OR specialised skills acquired through significant on the job experience
- Comprehensive understanding of the work practices, processes and procedures relevant to the role
- Experience of supervising school cleaners, including ability to delegate and track performance
- Empathy and sensitivity to the needs of staff
- Good written and verbal communication skills

6. PROBLEM SOLVING

Because of changing priorities and differing situations, the jobholder has the latitude to consider which among many procedures should be followed. Differing situations requiring the identification and solution within the area of expertise and acquired knowledge, occasionally new facts may need to be sought. There is a strong supervisory and Technical professional requirement for this role.

7. SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed.....	Signed.....
(School Site Manager)	(Headteacher)
Dated.....	Dated.....

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled 'Keeping Children Safe in Education' (September 2026) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community, outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the learners and the school.
You are required to have enhanced DBS clearance.

You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality
During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Mosaic Learning Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. You will be required to know how information can be shared and in what circumstances it is appropriate to do so.

PERSON SPECIFICATION

Aspect	Essential / Desirable	Application/ Interview / Reference
Experience		
Experience of using a range of computer packages i.e. Microsoft Office & Evolve	E	A, I
3 years relevant experience of in a similar or related role	E	A, I
Experience of operating to and managing a budget	E	A, I
Supervisory / Team Leadership Experience	E	A, I
Experience in minor maintenance work	D	A, I
Training & Qualifications		
Minimum of 3 GCSE's Grades (A to C) including Math's and English	E	A, I
Health and safety Qualification (IOSH / NEBOSH or similar)	D	A, I
Knowledge & Understanding **Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post**		
A thorough understanding of health, safety and security issues in schools or have transferable skills	E	A, I
A thorough understanding of continuous improvement and planned maintenance	D	A, I
A thorough understanding of and personal commitment to equality of opportunity	E	A, I
Personal Skills, Abilities and Competencies **Applicants should be able to provide evidence that they have the necessary skills and abilities required**		
Ability to deliver polite, courteous and efficient service	E	A, I
Good communication skills to deal with staff, students and visitors	E	A, I
Ability to use initiative to respond and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to lead and work in accordance with the school's health and safety policies	E	A, I
Maintain confidentiality where appropriate	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work occasional unsociable hours	E	I, R
Understanding procedures with regards to Safeguarding	E	I, R
Ability to organise one's own work, to prioritise tasks and keep to deadlines	E	A, I
Full driving license	D	A
Personal Qualities		
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A I, R

Approachable, team player with a willingness to ensure tasks are completed on time	E	A I, R

Application		
Accurate completion of school application form on MyNewTerm	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	D	A

Legal Issues		
Legally entitled to work in the UK	E	A,I
Enhanced DBS Clearance	E	

STAFF BENEFITS



Pension

The Trust offers an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme, which you can join from your start date.

Trust Inset Days

The Trust offer additional Inset days to give staff non-contract time for additional training, CPD, preparations, department time, leadership time etc.

Wellbeing

The Trust is committed to your wellbeing and offers a range of support services, including an Employee Assistance Programme (EAP), Occupational Health support, and access to wellbeing services through the Schools Advisory Service. We also provide free flu vaccinations and eye care to help you stay well.

Salary

The Trust offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document and for school support staff in line with the National Joint Council.

Learning & Development

The Trust values continuous learning and development to help meet future challenges. We provide tailored support for Early Career Teachers through trained mentors, Teaching School Hubs, and dedicated time for professional growth. Staff also have access to flexible online training via the National College. Career progression is encouraged, with opportunities to move between schools and central teams.

Additional Benefits

Generous holidays for support staff, enhanced contractual sick pay, a cycle to work scheme and discounted gym memberships.

HOW TO APPLY

Arranging a Visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Mrs Debra Brownbill on 01942 726059 who will arrange a suitable time.

Key Dates

Advertising date: **Monday 9th November 2026**
Closing date: **Monday 23rd November 2026 9.00am**
Short listing: **Monday 23rd November 2026 - AM**
Interview date: **Friday 27th November 2026**

To apply for this role, please visit MyNewTerm or applicants can apply by filling in the Trust's application form found on the Trust Website or on the GreaterJobs website. Completed application forms can be forwarded by email to d.brownbill@golborneprimary.wigan.sch.uk.

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

The Trust is committed to safeguarding and promoting the welfare of children and young people and

policies and procedures (link to policies). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.golbornecps.org.uk

When completing your MyNewTerm or Trust application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.





CONTACT US

01942 726059

enquiries@admin.golborneprimary.wigan.sch.uk

www.golbornecps.org.uk

Talbot Street, Warrington, WA3 3NN