

St. Joseph's

Catholic
Primary School



Vacancy for Site Manager

Grade 6, 37 hours per week, full-time with 26 days holiday per year

The Governors at St Joseph's Catholic Primary School are looking to appoint an experienced Site Manager to effectively maintain the school buildings and site to provide a safe, clean and comfortable environment for the children, staff and visitors.

The successful applicant will have experience of buildings maintenance including minor electrical, plumbing, glazing, joinery repairs and a knowledge of the health and safety requirements associated with a school establishment is essential. The role involves the management of auxiliary staff and contractors to ensure their work is carried out to the required standards. The Site Manager will be required to open and close the building at the beginning and end of the school day and respond to out-of-hours call outs.

For a full list of duties and skills required see the Job Description & Person Specification attached.

St. Joseph's is a thriving Catholic Community with 331 children on roll, including a Nursery. We have happy children who are eager to learn and a dedicated, friendly and supportive staff team.

The school is committed to safeguarding and promoting the welfare and safety of our children. The successful candidate will be required to complete an enhanced DBS disclosure and will follow a stringent vetting and induction process.

Applications must be submitted on a Catholic Education Service application form which is also available from our school website: www.stjosephs.cheshire.sch.uk
Applications should be emailed to admin@stjosephs.cheshire.sch.uk by 05/04/24.

Closing date: Friday 5th April 2024

Interviews: Friday 12th April 2024

Start Date: TBC

Woodford Lane, Winsford, Cheshire CW7 2JS

Telephone: 01606 668790

Email: admin@stjosephs.cheshire.sch.uk

Headteacher: Mrs M Gum

