



**The Blue Coat
School**

Assistant Site Manager



PROUD TO BE PART OF
Cranmer
Education Trust



The Blue Coat
School



June 2026

Dear Potential Candidate

Thank you for your interest in the post of Assistant Site Manager at The Blue Coat School (<http://www.blue-coat.org>).

We are proud to be an Ofsted Outstanding, vibrant and welcoming 11-18 Church of England school with over 1,700 students of diverse faith, culture and background. We are consistently the highest attaining state secondary school in Oldham and amongst the highest in the country.

From humble beginnings, we have become one of the biggest, and most successful schools in the country. The school has a national reputation for high-quality teaching and learning, pastoral care, consistently high examinations results, and outstanding progress. Our most recent Ofsted Inspection, in 2022, judged the school to be outstanding in every category.

Blue Coat is dedicated to serving young people, to enable them to become everything they can be and everything they are meant to be. We are a Church of England school that welcomes other Christian denominations, and of other faiths, and none. Our Anglican beliefs, values and worship are the core of our life together in school.

Our aim is that all our pupils become good human beings, good friends, neighbours, citizens - people we are proud to know. Their social and emotional development, their self-respect and their ability to self-manage are just as important as their cognitive development. Pupils who are happy and secure in their school learn well and become successful people. High-quality pastoral care is at the core of the school.

The Blue Coat School is part of The Cranmer Education Trust, a strong and growing multi-academy trust based in Oldham and Rochdale, with partnerships that extend into Tameside, Manchester, Stockport and beyond in the East Greater Manchester/ Pennine/ Lancashire region. We are committed to our local and regional area and the diverse communities that our schools serve, and to the training and professional development of all the people who work in schools to provide the quality of education, inspiration, and nurture that our young people need and deserve.

We are seeking an enthusiastic and energetic Assistant Site Manager to support the effective day-to-day operation, maintenance, and security of our school site. The successful candidate will play a key role in ensuring the smooth and efficient running of the school buildings and wider site. The safety and wellbeing of students will be at the forefront of all duties.

Continuing our legacy of excellence.

We are a proud member of Cranmer Education Trust.
The Blue Coat School, Egerton Street, Oldham, OL1 3SQ
Headteacher: Mr R Higgins. M.A.

secretary@blue-coat.org
0161 624 1484

www.blue-coat.org
f X @BCOldham



The Blue Coat School

The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

Full details about the post and application form are available from: [Cranmer Education Trust Vacancies](#)

If you would like to discuss the position further, please contact hr@blue-coat.org to arrange a call with the Estates & Compliance Manager.

We look forward to hearing from you.

Yours sincerely,

Mr R Higgins
Headteacher

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Job Advert

“Pupils, and students in the sixth form, flourish at this school. They are immensely proud of their school and its history. Pupils experience an ambitious curriculum that is successfully designed to build a deep and secure body of knowledge over time. They are exceptionally well prepared for the next stage in their education.” (Ofsted 2022)”

Assistant Site Manager

Grade 3 SCP 6 – 11, £25,989– £28,142 per annum

(dependent on continuous service & experience)

Full Time, 36 hours 40 minutes per week (shifts on a 2 weekly rota basis)

Full Year, Permanent

The Blue Coat School is seeking to appoint a dedicated and proactive **Assistant Site Manager** to help maintain a safe, clean, and well-organised learning and working environment.

Working under the direction of the Site Manager, the successful candidate will play a key role in ensuring the smooth running of the school buildings and wider site. Responsibilities will include site safety and security, maintenance, and supporting the setup and takedown of school events. The safety and wellbeing of students will be at the heart of all duties.

We are looking for someone who:

- Demonstrates the ability to work proactively, using initiative to identify and resolve issues independently
- Has a practical, hands-on approach with the ability to follow instructions and prioritise tasks effectively
- Possesses maintenance experience (e.g. general repairs, joinery, plumbing, glazing)
- Is confident using technology to maintain accurate logs, records, and reporting systems
- Thrives in a varied and physically active role with changing daily demands

Experience in an educational setting is not essential. We are particularly interested in candidates who are adaptable, reliable, and willing to contribute to the wide range of tasks required to support a busy school environment.

This is an excellent opportunity for someone who takes pride in their work and is committed to maintaining a safe and positive environment for both students and staff.

Working for The Blue Coat School means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structures and systems to enhance and support our growing family of schools.

There are 10 schools in our trust, both primary and secondary schools, across Oldham and Rochdale. The trust also incorporates a teacher training school and the East Manchester Teaching Hub, which support the training and development of new and existing teachers across the North West of England.

For further details please visit: [Cranmer Trust Vacancies](#)

This position will be based at The Blue Coat School, Oldham, but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best
- LGPS career average pension scheme including life insurance and dependent's pension
- Central Oldham location close to good transport networks

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

For further information please refer to:

- [The Cranmer Education Trust's Safeguarding and Child Protection Policy Trust Policies | Cranmer Education Trust](#)
- [The Trust's statement on the employment of ex-offenders, in the vacancy Supporting Documents section.](#)
- [The job description and person specification for further information regarding the safeguarding responsibilities of the role.](#)

Follow the link [Vacancies](#) to apply for this vacancy. Please note CVs are not accepted.

Closing date for applications:	Monday 29 June 2026 @ 09:00
Interviews:	w/b 29 June 2026
Start Date:	ASAP

The Cranmer Education Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process.

**** Applicants are advised to submit their applications at the earliest opportunity. The Trust reserves the right to close the vacancy prior to the advertised deadline should a high volume of applications be received.**





Job Description

Role:	Assistant Site Manager			
Salary:	Grade 3, SCP 6 -11			
Working Pattern:	Full Time, Full Year			
Hours:	Shifts on a 2 weekly rota basis			
	Week 1:	06:30 - 14:20	Week 2:	12:10 - 20:00
Contract:	Permanent			
Responsible to:	Site Manager/ Estates & Compliance Manager/ Business Manager			

Purpose of Post

To proactively assist the Site Manager in the maintenance, care and security of the school's site, grounds, buildings and equipment.

Key Tasks & General Duties

Support

1. Under direction from the Site Manager maintain the security of school premises by locking/unlocking school buildings and areas and securing entrances and exits when required and reporting potential security breaches as appropriate and carrying out emergency repair works in order to temporarily secure where necessary.
2. Operate building alarm systems as part of opening / closing procedures referring malfunctions etc as appropriate.
3. Under the direction of the Site Manager undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow or leaves, and keeping drains clear.
4. Carry out repairs, maintenance and improvements e.g. joinery tasks, plumbing, fix hardware to doors, changing light bulbs, installing equipment, unlocking drains etc.
5. Carry out proactive checks of the site, identifying areas for attention/maintenance and updating site team whiteboard, bringing to attention of Site Manager but carrying out repairs on the go wherever possible.
6. Assist and participate in the organisation and movement of furniture (e.g. exam desks, classroom and office moves, chairs, whiteboards, notice boards).
7. Assist with the delivery of resources within school.
8. Under the direction of the Site Manager, ensure that the school's grounds are maintained to the highest standards. This may include cutting and maintenance of grassed areas, maintenance of all flower and shrub beds, assistance with litter control, etc.
9. Under the direction of the Site Manager, ensure that routine maintenance activities are carried out efficiently with due compliance to relevant Health & Safety legislation, this includes portering and cleaning when required.
10. Liaise with school staff to support service delivery and interact with on-site contractors or suppliers receiving deliveries and providing secure access to work areas as required.



11. Operate equipment and tools associated with duties.
12. Carry out checks to school vehicles as directed by procedures and Site Manager instruction e.g. mini-bus, gardening equipment.
13. To take part in training and development activities as identified with line management and to take responsibility for personal training and development.
14. Undertake any other duties of a similar nature as the Site Manager or his nominee may reasonably require.
15. To provide ad-hoc personnel cover to other schools within the Cranmer Education Trust as required.

Health & Safety/ Safeguarding

1. Under the direction of the site manager, carry out routine monthly/weekly/daily compliance checks, relating to health and safety and risk assessment.
2. Follow risk assessments associated with tasks, use of tools, working at height, manual handling, lone working and other risk assessments as communicated relevant to role.
3. Support the programme for statutory compliance checks as directed by the site manager e.g. supervise contractors in carrying out legionella checks, fire alarm, electrical testing, etc.
4. Follow school safeguarding policy and procedures.

Administration

1. Respond to the duty mobile phone and office phone.
2. Maintain computer and paper records of checks – includes jobs book, daily /weekly/monthly checks, compliance recording.
3. Use PC to search for equipment, parts for remedial work.
4. Place purchase orders for equipment for repairs, unplanned work, emergency call outs etc either under the direction of the site manager or in his absence under the direction of the headteacher/nominated SLT/business manager.
5. Use of ICT equipment to check premises and personal email accounts on a daily basis.

General

1. Keep abreast of maintenance and safety best practice and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
2. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
3. Manage workload proactively and positively where possible – seeking guidance where necessary from the Site Manager.
4. Take a proactive role in maintaining a professional working environment.
5. Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
7. Participate fully in staff training and development opportunities including attendance at staff meetings as directed, and work continually improving team performance, sharing skills and expertise with others as required.
8. Undertake any other additional duties commensurate with the grade of the post.



Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The post is subject to an Enhanced DBS including a check against the children's barred list.



Person Specification

	E	D	A/I/T
Qualifications			
Good numeracy and literacy skills	✓		A/T
Qualified by experience in a maintenance field e.g. handyman, caretaker, maintenance role	✓		A
Qualified by experience in a trade, for example, plumbing, joinery		✓	A
A qualification at L3 or above relevant to the post		✓	A
Health and Safety Qualifications (including IOSH, NEBOSH, Working at Height, Manual Handling, Risk Assessing)		✓	A
Experience			
Maintenance experience, for example repairs, joinery work, plumbing, glazing	✓		A/I/T
Experience of prioritising and able to deal with emergency situations, for example, fire alarm	✓		A/I/T
Experience of using ICT to maintain accurate and up to date records	✓		A/T
Experience of team working and individual working	✓		A/I
Experience of caretaking in an educational setting & experience of the school "cycle"		✓	A/I
Skills & Abilities			
Ability to work proactively – seek and sort issues independently	✓		A/I
Practical approach to work, ability to follow instruction and prioritise	✓		I
The ability to work to high quality standards, attention to detail	✓		A/I
The ability to work under pressure and as part of a team	✓		I
Hands on and able to support the variety of jobs that arise in a school setting	✓		I
Ability and aptitude to maintain vehicles and machinery, for example, vehicle checks (tyres,		✓	A
Ability to use MS office and computer packages to ensure the effective operation of the	✓		A/I
Knowledge			
Knowledge of delivering building/maintenance related work	✓		A/I
Knowledge of health and safety	✓		A/I/T
Understanding of the wider safeguarding agenda working with children and young people	✓		I
Awareness of the potential health and safety risks and issues of site maintenance and school specific risks, e.g. lone working, fire, importance of statutory checks and tests		✓	I
Work Circumstances			
Able to work flexibly, according to the needs of the school including evening attendance	✓		A/I
Willingness to keep up to date with new technologies and working equipment	✓		A/I
Willingness to work with and support young people	✓		A/I

Essential:

E

Desirable:

D

Application:

A

Interview:

I

Test:

T

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview