

Site Manager

Candidate Pack

Salary: NJC SCP 24—27
(£35,412—£38,220)

Contract Type: Full time 37
hours per week

Contract Term: Permanent

Location: Trust Head
Office—Palacefields
Primary School, WA7
2QW (Travel to other
schools within the Trust
required)



About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



Site Manager

Salary

NJC 24-27 £33,024—£35,745

Contract Type

Permanent

Hours

37 hours per week—All year round

Closing Date

28th August 2026

Overall purpose of the post:

Under the guidance of the Director of Infrastructure and the Trust Estates Manager, the Site Manager is responsible for the management and development of facilities and services that support the core business of The Heath Family Trust (NW), and neighbouring schools within the trust.

The post holder will support the Director of Infrastructure in planning by focusing on using best practice to improve efficiency, reducing operational costs while increasing productivity.

Areas of responsibility will include:

- Estates related procurement and contract management.
- Building and grounds maintenance.
- Liaising with the school's cleaning service contractor.
- Liaising with the school's Health and Safety Co-ordinator to ensure high standards of estate related health and safety.
- Security.

Monitoring usage and seeking ways to reduce energy costs.

Principal Duties and Responsibilities:

Typical work activities will include:

- Line management responsibility for the Caretaker.
- Support the Director of Infrastructure with planning for future development in line with strategic objectives outlined in the School Improvement Plan.
- Supervising and coordinating work of contractors.
- Calculating and comparing costs for required goods or services to achieve maximum value for money.
- Managing and leading change to ensure minimum disruption to core school activity.
- Directing, coordinating, and planning essential services such as, energy, security, maintenance, cleaning, waste disposal and recycling.
- Ensuring estates and cleaning services meet health and safety requirements and comply with legislation.

Job Description

- Checking that agreed work by staff or contractors has been completed satisfactorily
- and following up on any deficiencies.
- Responding appropriately to emergencies or urgent issues as they arise.
- The Site Manager will work under the direction, support, and challenge of the Compliance Manager and the Director of Infrastructure. In this context, the post holder will assist with Leadership.
- Support and secure the commitment of others to the vision, ethos, direction and
- policies of the Trust and promote high levels of achievement in the department.
- Support the Director of Infrastructure in the creation and implementation of Area Improvement Plans and to take responsibility for areas relating specifically to the department.
- Support all staff in achieving the priorities and targets of the department.

Leading and Managing Staff

- Direct, support and challenge the management of the Facilities Team.
- Support the Senior Leadership Team in developing a positive working environment.
- Lead groups of staff in development activities and work with the Compliance Manager and Director of Infrastructure to evaluate outcomes.
- Support the appraisal process and use the process to develop the effectiveness of staff within the department.
- Provide support to staff as part of an induction process.

Effective Deployment of Resources

- Ensure the efficient and effective deployment of staff within the department.
- Ensure the effective deployment of other resources within the department.
- Support all staff within the department to have responsibility for their own work life balance.
- Work with the Senior Leadership Team to establish priorities for expenditure and monitor the effectiveness of the use of resources in the department.
- Ensure all department resources are obtained in accordance with approved financial procedures.
- Monitor and suggest efficient ways to reduce energy costs within school.

Other

- Engage with appropriate training and development opportunities to promote the professional effectiveness of this role.
- Undertake site specific responsibilities that may include tasks such as managing lettings and management of additional buildings

Person Specification

PERSON SPECIFICATION – TRUST SITE MANAGER/HR OFFICER		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
Minimum of 5 GCSE's A* - C (or 4+) including English and Maths or equivalent	X	
Have relevant experience of Health and Safety	X	
Experience of working to Policy and Procedures	X	
Basic understanding of employment law	X	
Experience of working with third party service providers	X	
Organised with good attention to detail and experience of managing electronic and paper filing systems	X	
Competent in the use of Microsoft Office applications including Excel and Word	X	
Understanding of safer recruitment in a school context		X
Experience of working in a school or other educational setting		X
Skills, Abilities and Personal Qualities		
Ability to prioritise tasks, manage time effectively and meet deadlines	X	
Ability to cope effectively in a busy, demanding role	X	
Proven ability to maintain confidentiality in all aspects of work	X	
Ability to manage stakeholders and third-party service providers	X	
Excellent communication skills both oral and written	X	
Able to provide a high level of customer service to stakeholders	X	
Able to use own initiative within a busy, diverse team	X	
Have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school.		X
Flexible approach to working hours and positive attitude to work	X	
Suitability to work with children		
Enhanced DBS clearance is required for this position	X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: 28th August 2026

Shortlisting Date: 1st September 2026

Interview Date: W/c 7th September 2026