



### Contact Us

A full application pack is available from our website. All completed applications are to be sent to [enquiry\\_olh@emmausmac.com](mailto:enquiry_olh@emmausmac.com)

Phone – 0121 422 2629

Online - [www.emmausmac.com](http://www.emmausmac.com)

For specific questions about the role and/or to request a visit, please contact [sgough@emmausmac.com](mailto:sgough@emmausmac.com)

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

# We are recruiting for a Site Manager

**Required for an Immediate Start**

**Salary Range £27,711.00 to £30,060.00 per annum Emmaus Grade 6 (Point 12-17)**

**All year round, 37 hours per week Monday to Thursday 8am to 4.30pm Friday 8am to 4pm (with 1 hour lunch)**

Our Lady & St Hubert's Catholic Primary School is looking to appoint a highly organised, experienced, and motivated site manager to look after our school and maintain a safe learning environment for our pupils. Working closely with the Principal and Business Partner you would help to manage and be responsible for the maintenance, safety, and security of the school premises.

We are looking for a candidate who is:

- Reliable, hardworking, self-reliant, flexible and highly motivated.
- Carry out statutory checks and ensure the school is compliant.
- Be pro-active to health and safety and maintenance of the school site.
- Be able to identify and carry out repairs and general maintenance, this would include painting.
- Responsible for maintaining school premises security.
- Well organised, good time management and can meet deadlines.

We welcome applications from both Catholics and Non-Catholics but expect all employees to support the Catholic ethos and values of the school. If you meet the requirements of the job description and person specification and feel that you can make a positive difference to our school then please apply.

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|--------------------------------|--|
| <b>Closing Date</b>            | <b>Friday 20<sup>th</sup> June 2025 (we may bring forward the application closing date, depending on volume of applicants, therefore please apply as soon as possible)</b> |
| <b>Shortlisting Interviews</b> | <b>Monday 23<sup>rd</sup> June 2025<br/>w/c 30<sup>th</sup> June 2025</b>  |

*Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*

*Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or during the interview*



THE ARCHDIOCESE of BIRMINGHAM

