



**Application Pack**

**Caretaker / Site Manager**



We would like to take this opportunity to thank you for your interest in the advertised role of Caretaker/ Site Manager, at St Dunstan's RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Caretaker / Site Manager role will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of St Dunstan's RC Primary School are very much looking forward to recruiting a highly effective Caretaker / Site Manager. The successfully appointed candidate will join the St Dunstan's RC Primary School community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

**Catherine Anderson**  
Chair of Directors

**Daniel Copley**  
CSEL/CEO

# Emmaus Catholic Academy Trust, an educational constellation.



## MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

## VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

## STRATEGY

### Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

### Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

### Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

## The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,  
Guide us on the path toward our destination,  
and renew our strength as we continue to walk and commune  
with you.

Open our eyes, so we see the signs of your presence around  
us;

open our hearts, so we may receive your peace  
and love; and empower us to pass on to others  
the grace you have shared with us so freely.

**Amen.**



SALFORD  
CATHEDRAL

**St Dunstan's RC Primary School, Moston**  
**Bacup Street, Moston, Manchester M40 9HF**

Headteacher: Mrs Sarita Bailey

Tel: 0161 681 5665

Email: [sbm@stdunstansrcps.co.uk](mailto:sbm@stdunstansrcps.co.uk)



St Dunstan's RC Primary School is a warm, welcoming and inclusive Catholic school in the Diocese of Salford. As part of the Emmaus Catholic Academy Trust, we benefit from strong collaboration, shared expertise and high-quality professional development across our partner schools.

We are a vibrant inner-city school serving a wonderfully diverse community. Guided by our mission, *"We Journey with Jesus Beside Us,"* we work hard to provide a safe, nurturing and aspirational environment for all our pupils.

We are a one-and-a-half-form-entry primary school with pupils from Nursery to Year 6. Our children are enthusiastic, polite and proud of their school, and our families value our ethos and work closely with us.

We are now seeking a permanent Site Manager to join our dedicated team. The successful candidate will play a vital role in ensuring our school remains safe, secure, well-maintained and welcoming for pupils, staff and visitors. We are looking for someone who takes pride in their work, can build positive relationships and contributes fully to the life of our school community.

In return, we offer a supportive team, opportunities for professional development and the privilege of working in a school rooted in faith, compassion and aspiration.

Visits to the school are warmly welcomed. We would be delighted to show you around and share what makes St Dunstan's such a special place to work.



# SITE MANAGER

Salary:  
Grade 4 - SCP 7 – 11 £26,403 - £28,142 (pay award pending)



The Emmaus Catholic Academy Trust and local governing body of St Dunstan's RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Site Manager to join our friendly team.

Could this be you?

#### If it was you, you would:

- Be an enthusiastic team player, committed to providing the best and safest environment possible that our budget will allow
- Keep our school secure, manage the cleaning contract and undertake regular compliance checks
- have strong ICT skills and be willing to undertake mandatory training

#### If so, we can offer you:

- A job with a very caring and supportive staff team
- Ongoing training and development
- A popular and caring school with caring and involved parents
- A dedicated, supportive and enthusiastic team of staff and governors

#### Contract/Hours of work:

Permanent, All year round contract

#### Split Shifts

AM – 6am – 9am

PM – 3.15pm – 5.45pm

27.5 hours per week.

#### Salary:

Grade 4 - SCP 7 – 11 £26,403 - £28,142 (pay award pending)

#### Location:

St Dunstan's RC Primary School, Bacup Street,  
Moston, Manchester, M40 9HF

#### Line Management:

Mrs S. Bailey, Headteacher

#### Key contacts:

Mrs Hannah Barnes, School Business Manager

[sbm@stdunstansrcps.co.uk](mailto:sbm@stdunstansrcps.co.uk)

0161 681 5665

Please contact  
[sbm@stdunstansrcps.co.uk](mailto:sbm@stdunstansrcps.co.uk) for further  
details and application form.

Closing date for applications: 12 noon on Friday 10<sup>th</sup> July  
Interviews will take place on Wednesday 15<sup>th</sup> July



# SITE MANAGER

## Job Description

The post holder will report directly to

Main purpose of the role:

- Be committed to the welfare and safety of staff, children, parents and visitors at all times.
- Work as part of a team to manage a large school site efficiently.
- Be able to offer a range of DIY skills to the school.
- Have the ability and knowledge to liaise with external contractors and agencies linked to the school building.

**Key responsibilities:**

**The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.**

- Oversee the security of the school site, including the locking/unlocking school buildings and areas, operation of the fire and burglar alarm systems and main key-holder responsibilities.
- Undertake regular security checks, safety audits and risk assessments and identify security risks, and either act on them or report them, making recommendations for action to the Headteacher as appropriate.
- Monitor fire safety equipment and assist with carrying out fire drills, recommending improvements to safety where necessary.
- Liaise with police, Trust, Council security and surveillance contractors.
- Ensure contractors/workers sign in and out of the Visitors book, and that their vehicles
- are not causing obstruction.
- Provide emergency access to the school site when required.
- Arrange premises for use by external community groups and undertake associated clerical duties, e.g. School lettings.
- Organise and carry out various maintenance duties and repairs to ensure the general up

- Keep and maintain the premises as per specific schedule for the school.
- Organise and carry out minor improvement and decoration work e.g. erecting shelves and noticeboards, or painting walls and fences etc., as agreed with the Executive Headteacher and Head of School.
- To be responsible for the implementation of a planned maintenance programme.
- To ensure all compliance checks are up to date and recorded on the school compliance system.
- Oversee and monitor the electrical testing of portable electrical appliances and maintain appropriate records.
- Undertake regular site inspections and identify and record any repair and maintenance requirements.
- Operation of heating plant, cooling and lighting systems, ensuring the premises are at the correct temperature and the water is at an appropriate temperature.
- Empty litterbins, collect and assemble waste for collection, and support the school's recycling activities.
- Undertake day-to-day cleaning duties as required, including graffiti removal and litter picking, and undertake emergency cleaning duties e.g. spillages (this could include bodily fluids).
- Undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow of leaves and keeping drains clear.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained throughout the whole of the premises.
- Ensure regular health and safety checks are completed e.g. fire alarms, water sprinklers, Legionella testing, etc.
- To advise the Headteacher/Trust on matters relating to energy control and conservation.
- Maintain records, information and data, producing analysis and reports as required.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

## Responsibilities- continued

- Account for and monitor appropriate budgets for the site.
- Ensure timely and accurate, preparation and use of specialist equipment, resources and materials.
- Ensure lights and other equipment are switched off as appropriate.
- Porterage duties including ensuring satisfactory receipt distribution, collection and dispatch of goods to and from the school, and organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.
- Contribute to planning, development, and organisation of systems/procedures and policies.
- Monitor performance of contracts and record performance against specified standards.
- Liaise with school meals service contractors in relation to their use of the site and provision of their service where appropriate. Manage and develop cleaning staff and other site employees.
- Establish constructive relationships and communication with contractors and other agencies and professionals.

## Responsibilities- continued

- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.

## Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

## Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

## Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



## General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
NVQ 2 in related subject such as Cleaning & Support Services, or equivalent level of experience.	E
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework.	E
Willingness to gain First Aid Certificate.	E
Willingness to undertake IOSH training and qualification.	E
Experience	
Experience of caretaking or being a site-keeper in a school or similar environment.	D
Handy person or DIY experience to undertake general building maintenance and minor repairs, including the use of associated hand and power tools.	E
Experience of completing paperwork, maintaining records and producing straightforward reports.	E
Experience of supervising staff, giving instructions, and ensuring tasks have been completed to deadlines and required standards.	E
Experience of monitoring external contractors/ specifications.	E
Experience of communicating and exchanging information with a range of audiences, including giving.	E
Experience of managing a small budget advice and guidance to others on a range of health & safety issues.	E
Skills and Aptitudes	
Problem solving skills and can use judgement to interpret information and make recommendations/ decisions for action.	E
Organisational skills to prioritise own work and that of team members, to work to deadlines and to work on own initiative.	E
ICT skills to enter data into a computer and keep straightforward records, and send emails etc.	E
Ability to respond calmly to emergencies.	E

Ability to manage small building projects and associated small building/maintenance project budgets.	E
Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training).	E
Knowledge of a range of health & safety procedures, e.g. COSHH, including moving, lifting and handling regulations.	E
Knowledge of a range of cleaning procedures required to meet specified standards.	E
Understand and recognise the importance of ensuring a secure and safe environment for children and young people.	E
Understanding the importance of safeguarding and confidentiality protect pupils.	E
Knowledge of the planning and implementation of service level agreements.	E
<b>Special Requirements</b>	
To be able to be the main key holder on occasions and attend to "call outs" outside normal working hours.	E
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Enhanced clearance with the Disclosure and Barring Service (DBS) and Preemployment Occupational Health Questionnaire.	E
Willingness to undergo minor first aid training.	E



# HOW TO APPLY



**St Dunstan's RC Primary School**  
Bacup Street  
Moston  
Manchester  
M40 9HF

**0161 681 5665**



Applications need to be made using the CES application form, available to download on the school website.

**Closing date: 12 noon on Friday 10<sup>th</sup> July and successful candidates will be informed in due course.**

**Interviews will take place: Wednesday 15<sup>th</sup> July**

Please return completed application forms and supporting documents to Mrs H. Barnes, SBM via [sbm@st-dunstansrcps.co.uk](mailto:sbm@st-dunstansrcps.co.uk)