



# St Mary & St Thomas

Church of England Primary School

Executive Principal: Mrs. Kirsty Tennyson B.Ed (Hons)

Headteacher: Mrs. Lyndsey Lewis BA (Hons), M.A.



10<sup>th</sup> October 2024

## Advertisement for Site Manager Post

**Job Title:** Site Manager

**School:** St Mary & St Thomas Church of England Primary School, part of Three Saints Academy Trust

**Grade:** SCP12-17

**Contract:** Permanent Contract

**Hours:** Full-Time (Split shift)

**Salary:** £26,421-£28,770

**Start date:** 2<sup>nd</sup> January 2024

We are seeking a friendly and energetic Site Manager, who is both diligent and proactive. As the Site Manager, you will play a crucial role in ensuring the smooth operation and maintenance of our primary school premises. Your responsibilities will encompass overseeing the security, health and safety, cleanliness, and general upkeep of the school site, creating a safe and welcoming environment conducive to learning for our students and staff.

Whilst previous experience is desirable, it is not essential as we will ensure there is a comprehensive programme of induction, training and mentoring. Ideally, the successful candidate will possess DIY skills, cleaning skills, liaise with any on-site contractors and manage our security system.

### Who are we looking for? Somebody who:

- Naturally takes pride in their work, has initiative and high standards.
- Appreciates the need to provide a safe, maintained and secure environment.
- Appreciates the physical demands of the role.
- Has good interpersonal and communication skills
- Has the ability to prioritise tasks and manage time efficiently
- Has knowledge of routine maintenance tasks, to ensure the school premises are kept in good condition.
- Has the ability to maintain high standards of cleanliness.
- Can maintain accurate records of maintenance works, repairs and inventory of supplies.
- Is able to use IT systems to record and manage workload.;

Believe, Achieve, Shine

Barton Close, St Helens, Merseyside, WA10 2HS

T: 01744 734320

E: [stmarythomas@three-saints.org.uk](mailto:stmarythomas@three-saints.org.uk)

W: [www.sm-st.co.uk](http://www.sm-st.co.uk)

Registered in England 9626002





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St Mary & St Thomas is an over-subscribed, one-form entry Church of England Primary school, with a strong track record of achievement and an outstanding judgement from Ofsted and SIAMs. We are proudly part of The Three Saints Academy Trust.

## What we can offer you:

- Children who are proud of their school.
- Professional development, collaboration and support
- A friendly working environment.
- Pension Scheme.
- Supportive School Committee, Directors and parents

Visits to the school are encouraged and will be taking place on Monday 21<sup>st</sup> October at 4pm, please email the school on [stmarythomas@three-saints.org.uk](mailto:stmarythomas@three-saints.org.uk) to book a place.

The application pack is available on <http://www.three-saints.org.uk/index.php/vacancies/>. CVs will not be accepted. Please return your completed application forms to the school or [stmarythomas@three-saints.org.uk](mailto:stmarythomas@three-saints.org.uk)

## Application Process:

**Closing Date:** Friday 25<sup>th</sup> October 2024 (12pm)

**Short-listing:** Friday 25<sup>th</sup> October 2024

Once shortlisting has taken place, we will inform candidates of the recruitment process.

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the trust to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020); pre-employment checks will be carried out, two references will be sought, and successful candidates will be subject to an enhanced DBS check, a prohibition from teaching check, medical clearance and other relevant checks with statutory bodies. All offers of employment are subject to an Enhanced DBS check, and where applicable.

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