



**The Blue Coat**  
**School**

# Site Manager



PROUD TO BE PART OF  
**Cranmer**  
Education Trust

May 2026

Dear Potential Candidate

Thank you for your interest in the post of **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 to appoint an experienced and proactive Site Manager to join our school team and lead the management of our premises. This is an exciting and challenging role, ideal for a dedicated, energetic, and creative professional who takes pride in maintaining a safe, secure, and well-presented learning environment. The successful candidate will play a vital role in supporting the day-to-day running of the school, ensuring that staff and pupils benefit from high-quality facilities.

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](mailto:hr@blue-coat.org) to arrange a call with either the Business Manager or Estates & Compliance Manager.

We look forward to hearing from you.

Yours sincerely,



**Mr R Higgins**  
**Headteacher**

**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.

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  [@BCOldham](#)



# 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)”*

## Site Manager

**Grade 6, SCP Point 23 – 27 (£34,434 – £38,220)**

**\*36 hours 40 minutes per week**

**Full Time, Full Year**

We are seeking to appoint a highly organised, creative, and forward-thinking individual to lead our Site Team. The successful candidate will take responsibility for the proactive management of the Site Team, which includes Assistant Site Managers, Grounds Staff, and the Caretaker. They will play a key role in ensuring the school environment remains safe, secure, and well-maintained for all members of our community.

This is a wonderful opportunity to join a strong, experienced, and well-established Site Team within an Ofsted Outstanding school. The role is ideally suited to someone who brings vision, strong leadership, and a commitment to maintaining high standards across the school estate.

The Site Manager is responsible for the efficient day-to-day management, security, maintenance, and ongoing improvement of a high-quality learning environment. This includes oversight of all school grounds, buildings, equipment, vehicles, and facilities.

### **Key responsibilities include:**

- Managing the maintenance, repair, and refurbishment of the school site to ensure high standards are consistently maintained
- Overseeing and controlling the site budget, including monitoring expenditure to ensure value for money
- Supervising contractors during building and maintenance works, ensuring all work is completed safely and to a satisfactory standard
- Liaising effectively with external contractors, the Local Authority, and other service providers
- Supporting the implementation and monitoring of Health & Safety policies, ensuring the school meets all statutory obligations

### **We are looking for someone who:**

- Has the ability to communicate effectively with people at all levels and handle confidential matters with discretion
- Has experience in site or facilities management (ideally within a school or similar environment)
- Has experience working with members of the public, external suppliers, and contractors
- Can demonstrate strong organisational skills, with the ability to plan and manage their own workload as well as that of others

We are not necessarily looking for someone with experience in education; it is more important that you have the right skillset and the enthusiasm and commitment to be the best that you can be for our young people.

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
- Generous holiday entitlement and sick pay scheme, increasing with length of service
- 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.

<b>Closing date for applications:</b>	Wednesday 10 June @ 09:00
<b>Interviews:</b>	w/b 15 June 2026
<b>Start Date:</b>	ASAP - Negotiable for the successful candidate.

**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

<b>Role:</b>	<b>Site Manager</b>
<b>Salary:</b>	<b>Grade 6, SCP 23-27</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full Year, Full Time</b>
<b>Core Hours:</b>	<b>08:30 to 16:20*</b>
<b>Responsible to:</b>	<b>Estates &amp; Compliance Manager/ Business Manager</b>
<b>Responsible for:</b>	<b>Premises Team</b>

\* Due to the nature of the role, there will be a requirement for flexibility within the working hours.

- During holidays or periods of sickness it will be necessary for the postholder to cover either an early or late shift to unlock /lock the school site. These hours would be 06:30 - 14:20 or 12:10 - 20:00
- In addition to the cover of holidays/sickness, the Site Manager may also be required to vary their hours to support the business need.

### Purpose of Post

To be responsible for the day-to-day management, security, maintenance and improvement of a high-quality learning environment incorporating all school grounds, buildings, equipment, vehicles and facilities.

### Key Tasks

1. To proactively manage the site team.
2. To be responsible for monitoring the condition of the premises and grounds and taking preventative action as necessary.
3. To be responsible for repairs, maintenance and refurbishment.
4. To be responsible for the site budget and to monitor expenditure.
5. To supervise contractors during building and maintenance works and inspect and snag work when completed to ensure satisfactory standards are achieved.
6. To obtain specifications and drawings for minor building work and obtain costs via competitive tendering process.
7. To carry out and prepare risk assessments.
8. To liaise with the Business Manager/ Estates and Compliance Manager on maintenance and refurbishment programmes.
9. To support the Estates and Compliance Manager to oversee and monitor bought in services contract performance and make recommendations for change as required.
10. To liaise with external contractors, the local authority & other providers of building services.
11. To support the delivery of Health & Safety plans ensuring the schools obligations are met.
12. To be responsible for the movement of resources across the premises.
13. To have shared responsibilities for premises security inside and outside school hours and to support site opening rotas as required.
14. To liaise with the Police and other security teams where needed.
15. To undertake any other duties commensurate with the role.



## **Administration**

1. To lead on and develop the usage of the site ticketing system in the management of team workload and for the purposes of quality assurance of work carried out.
2. To carry out appraisals for all members of the site team and encourage upskilling and personal development.
3. Effectively use appropriate ICT packages e.g. premises database, Microsoft Office, email, etc.

## **Health and Safety**

1. To be responsible for the health, safety and welfare of self and colleagues in accordance with the school and trust's health and safety policies and procedures.
2. To carry out premises related health and safety checks on a regular basis including emergency arrangements and potential hazards within the school.
3. To ensure that all health and safety procedures, as established by the school and required by legislation e.g. COSHH and legionella, are followed and records updated.
4. To report and complete necessary paperwork relating to accidents/incidents where appropriate.
5. To ensure all health and safety compliance checks are booked and conducted as required by legislation.
6. To undertake any additional H&S training as required for the role.
7. To run evacuation/invacuation events in school with part of our termly drill processes.
8. To manage the opening of the school during adverse weather, co-ordinating other team members to ensure the site is safe and accessible as soon as possible.

## **Standard Duties**

1. To be a member of the support staff management team contributing to support services development.
2. To be familiar and assist with the creation, implementation and updating of school policies and procedures.
3. To be responsible for the management and operational running of school premises maintaining a positive image in line with the school values and ethos.
4. To assist in the development of systems to improve efficiency and effectiveness.
5. To identify and ensure the provision of training and development opportunities for staff within the post holder's responsibility, in line with school's needs.
6. To take part in training and development activities as identified with line management and to take responsibility for personal training and development.
7. To work, support and pro-actively progress the aims, objectives and plans of the school within designated areas of responsibility.

**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.**



<b>Person Specification</b>	<b>E</b>	<b>D</b>	<b>A/I</b>
<b>Qualifications</b>			
Good numeracy & literacy skills	✓		I
Experience of site management		✓	A/I
<b>Communication</b>			
Ability to communicate with people at all levels dealing with confidential matters appropriately.	✓		A/I
Ability to give and receive clear instructions both written and oral.	✓		A/I
Experience of dealing with members of the public and external suppliers / contractors.	✓		A/I
<b>Skills and Abilities (Planning &amp; Organisation)</b>			
Demonstrable ability to plan and organise own and others workloads.	✓		A/I
Practical approach to problem solving.	✓		I
Understanding of the school cycle and impact on planning.		✓	A/I
Ability to translate strategy into tangible plans	✓		A/I
<b>Knowledge (Forward Thinking)</b>			
Ability to evaluate, assess and formulate improvements to current working practices.	✓		A/I
Demonstrable ability to anticipate impact of future events and plan accordingly	✓		A/I
<b>Technical</b>			
Knowledge of managing small building projects.		✓	A/I
Knowledge of Health & Safety issues and legislation	✓		A/I
Hands on experience and willingness to undertake building maintenance.	✓		A/I
Experience of controlling a budget.		✓	A/I
Able to identify building defects	✓		A/I
Electrical, plumbing or joinery experience		✓	A/I
<b>Personal</b>			
Experience of working under pressure and responding quickly to changing demands.	✓		I
Ability to team lead and manage staff within areas of responsibility	✓		I
Must be prepared to work outside normal hours and must be able to respond to callout within 30 minutes	✓		I

**Essential:**    **E**    **Desirable:**    **D**

**Application:**    **A**    **Interview:**    **I**

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