

St. Joseph's

Catholic  
Primary School



## Vacancy for Site Manager

Grade 5, 16-20 hours per week,  
working 44 weeks per year

The Governors at St Joseph's Catholic Primary School are looking to appoint an experienced Site Manager to effectively maintain the school buildings and site to provide a safe, clean and comfortable environment for the children, staff and visitors.

The successful applicant will have experience of buildings maintenance including minor electrical, plumbing, glazing, joinery repairs. A knowledge of Health and Safety would be advantageous. The role involves managing contractors and cleaners to ensure that their work is carried out to the required standards.

The Site Manager will be required to work 4 hours per day Monday to Friday, 2.30pm – 6.30pm. However, these times are open for discussion. The Site Manager will close the building at the end of the school day and respond to out-of-hours call outs.

For a full list of duties and skills required see the Job Description attached.

St. Joseph's is a thriving Catholic Community with over 300 children on roll, including a Nursery. We have happy children who are eager to learn and a dedicated, friendly and supportive staff team.

The school is committed to safeguarding and promoting the welfare and safety of our children. The successful candidate will be required to complete an enhanced DBS disclosure and will follow a stringent vetting and induction process.

Applications must be submitted on a Catholic Education Service application form which is available from our school website: [www.stjosephs.cheshire.sch.uk](http://www.stjosephs.cheshire.sch.uk)

**Closing date: Tuesday 6th May 2025**

**Interviews: Friday 9th May 2025**

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