

Site Manager

Employer: St Anthony of Padua Catholic Primary School

Job Type: Facilities

Job Phase: Primary

NOR: 216

Grade: Pass Scale 5

Actual Salary: £26, 124 - £28, 427

Contract Type: Permanent – 7am – 10am and 2pm – 6pm

Contract Term: time

Location: St Anthony of Padua Catholic Primary School

Start Date: 1st January 2025

Closing Date: 11th October 2024 (Shortlisting 15th October 2pm) [About the School](#)

St Anthony of Padua Catholic Primary School is a thriving one-form entry school with a strong Catholic ethos. OFSTED 2023 stated 'This school is at the heart of the community. Pupils arrive with big smiles on their faces each morning. Leaders have created a caring and supportive environment where everyone is respected. Relationships between staff and pupils are strong. This helps pupils to feel safe and happy.' We work together with our families to achieve the very best for each child.

We are delighted to have inquisitive and aspirational children, a friendly, committed and professional team of staff, together with engaged and supportive parents. Everyone that visits the school will experience a warm and welcoming environment with a palpable sense of community, we take pride in being a successful and safe place where expectations are high, individuals are valued and a wide range of educational opportunities are available to all.

About the Role

This is an exciting opportunity for a suitably experienced person to apply for the role of Site Manager in our school. The Headteacher and Governors would like to invite applications from highly motivated individuals who will take pride in the appearance of the school grounds and ensure the highest quality of Health and Safety to ensure that the children and staff are safe in school. They will join a highly motivated, experienced and supportive team.

Key areas of involvement will be:

- Health and Safety Support
- School Risk Assessments
- Building Development Support
- Grounds Development Support
- School Security
- Day to day site management including general maintenance and cleanliness.

Personal Qualities

Successful candidates will:

- Committed to working with the successful team at St Anthony of Padua Catholic Primary School
- Enthusiastic, flexible and adaptable, proactive and committed to implementing new ideas and methods where appropriate
- Able to work closely with the Headteacher to maintain and improve the internal and external site of the school

- Able to drive

How to Apply

School visits are welcomed and encouraged. Please telephone the school office to book an appointment. An application form, equality monitoring form, job description and person specification can be downloaded here. Please email a covering letter, your completed application and equality monitoring forms to Miss Barbara Middlebrough at b.middlebrough@st-anthonypadua.liverpool.sch.uk.

Alternatively, you can post completed applications to the address stated below. Closing date for receipt of applications is _____ Our school is committed to safeguarding children and promoting the welfare of children. We expect all staff to share this commitment. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with barred list check.

Closing Date:

Short Listing Date:

Lesson Observations:

Interview Date:

Recruitment Documents

Job Description:

Person Specification:

Application Form:

Equal Opportunities Monitoring:

Rehabilitation of offenders disclosure form:

Recruitment Monitoring Form:

Consent to obtain references:

Contact Details

St Anthony of Padua Catholic Primary School
Sands Road off Elmsley Road
Mossley Hill
Liverpool
Merseyside
L18 8BD

Contact Name: Miss Barbara Middlebrough

Contact Telephone: 01517243233

Contact e-mail: b.middlebrough@st-anthonypadua.liverpool.sch.uk

Website: St Anthony of Padua