ST MARY'S RC PRIMARY SCHOOL
Victoria Road, Horwich, Bolton, BL6 6EP
☎01204 333625
Email: office@st-marys-horwich.bolton.sch.uk
Website: www.st-marys-horwich.bolton.sch.uk
Headteacher: Mrs D Hayes

We Care, We Pray, We Work, We Play... in Jesus' Way

Site Manager

Position:	Site Manager
Status:	Full Year 37 hours a week **Term time split shifts:** **Monday-Thursday 7am-11am and 2.30pm-6pm** **Friday 7am-10.30am and 2.30pm-6pm** **School Holidays – flexible times**
Salary:	Grade E Scp 11 – Scp 17
Required from:	Monday 4th January 2027

The governors are seeking to appoint an experienced, enthusiastic and highly motivated Site Manager. The governors would be happy to receive applications from those who are keen to work at our happy, caring school and support our strong Catholic ethos. We take pride in the high standards of educational provision and our children's achievements. This success is due to the skills, expertise and hard work of a highly committed team of teaching and support staff.

An exciting opportunity has become available for a dedicated, skilled and inspirational Site Manager who has the desire and drive to work at St Mary's RC Primary School. The Governors are looking for someone who can play a vital role in the daily running of and maintaining of the school. This is an outstanding opportunity for the right person to make their mark. The purpose of the role is to be responsible for the flexible, efficient and effective running of the school premises, grounds and site.

The successful applicant will need to:

- Ensure high standards of compliance are maintained and that facilities are safe and fit for purpose
- Opening, closing and securing the premises, managing and setting alarms daily.
- Support, co-ordination and facilitation of internal and external audits, inspections and maintenance.
- Be a proactive self-starter, ensuring that the internal and external environment is conducive to the promotion of learning, and creates a great impression on all guests to our school
- Site Management experience preferably although not essentially within an educational setting
- DIY experience with skills in painting to a competent level would be an advantage
- Have a good working knowledge of Health and Safety legislation
- Ability to work effectively with minimum supervision and on own initiative
- Be solution focused and embrace creativity and innovation in all areas of resource and premises management.
- Be positive, energetic, resilient, well-mannered and an excellent communicator.
- Be organised and approachable.
- Be willing to be involved in all aspects of school life.

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In return we can offer:

- a busy, creative and dynamic school with high expectations and standards;
- an opportunity to be part of a motivated, professional, dedicated and friendly staff team and governing board;
- commitment to continuous professional development and training;
- a strong culture of care for all staff throughout school;
- highly effective safeguarding procedures;
- a happy, calm and welcoming working environment.

Closing Date for Applications: 25th November 2026
Shortlisting: 26th November 2026
Task and Interviews: Thursday 3rd December 2026

St Mary's RC Primary 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 successful candidate will be required to complete an Enhanced Disclosure and Barring Service Certificate (DBS) and barred list check.

Application forms, job description, person specification and further details are available from the school website www.st-marys-horwich.bolton.sch.uk

Only applications on CES forms will be considered.

Visits to the school are warmly welcomed and encouraged. Please contact the school office.

Applications should be returned electronically to: office@st-marys-horwich.bolton.sch.uk