



Sacred Heart RC Primary School



Headteacher: Mrs J. Botham
Knutsford Road, Gorton, Manchester, M18 7NJ
admin@sacredheart-jun.manchester.sch.uk
www.sacredheartschool-gorton.org.uk
Telephone – 0161 223 0231

‘Where Every Heart is Sacred’

Site Manager – Permanent Vacancy

- **Location:** Sacred Heart RC Primary School
- **Reporting To:** School Business Manager
- **Contract Type:** Permanent, part-time
- **Salary:** Scale 5 (SCP 12-17) £29,064 pro rata (£24,855 actual)
- **Start Date:** 1st October 2026 or as soon as possible thereafter
- **Working Pattern:** 30 hours per week (to include Monday site inspection and Mon-Fri lock up)

About Us

We are a vibrant and inclusive school community dedicated to providing a safe, welcoming, and high-quality learning environment for our pupils. As part of our commitment to the Catholic aims and visions of our school and the Diocese of Salford, we pride ourselves on maintaining an ethos of respect, dignity, and excellence. While we actively support these Catholic values, there is no requirement for applicants to be a practising Catholic.

We are currently seeking a dedicated, proactive, and skilled **Site Manager** to take ownership of our school site, ensuring it remains safe, secure, and beautifully maintained.

The Role

As Site Manager, your main purpose will be to champion the welfare and safety of our children, staff and visitors. Working as part of a collaborative team, you will manage the daily operations of the premises, bring a hands-on approach to maintenance and DIY, and confidently liaise with external contractors and agencies.

Key Responsibilities

- **Security & Safety:** Act as the main key-holder. Oversee site security (locking/unlocking), operate alarm systems, conduct regular safety audits, and provide emergency site access when required.
- **Compliance & Health & Safety:** Take a proactive approach to mitigating hazards. Ensure all compliance checks (including fire alarms, water sprinklers, and Legionella testing) are up-to-date and meticulously recorded.
- **Maintenance & DIY:** Organise and carry out a planned maintenance programme, handling minor repairs, improvements, and decoration work (e.g. painting, erecting shelves etc.).
- **Operations & Environment:** Monitor heating, cooling and lighting systems. Manage day-to-day cleaning duties as well as emergency spillages and seasonal site care (such as gritting and clearing snow/leaves).
- **Contractor & Community Liaison:** Supervise external contractors, manage external school lettings and liaise with council security or police when necessary.





Sacred Heart RC Primary School



Headteacher: Mrs J. Botham
Knutsford Road, Gorton, Manchester, M18 7NJ
admin@sacredheart-jun.manchester.sch.uk
www.sacredheartschool-gorton.org.uk
Telephone – 0161 223 0231

‘Where Every Heart is Sacred’

- **Stock & Portage:** Manage the site budget and stock audits, and oversee portage duties, including distributing goods and setting up rooms for exams and events.
- **Team Leadership:** Manage site staff, contribute to school procedures and engage in continuous professional development.

What We Are Looking For

- **Skills & Expertise:** Strong DIY, repair and minor decorating skills with a solid understanding of health and safety compliance.
- **Attributes:** A resilient, motivated individual who displays high standards of professional conduct, tact and diplomacy.
- **Communication:** Ability to build positive relationships with staff, contractors, external agencies and the wider community.

Safeguarding & Diversity

Sacred Heart RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to strictly adhere to all safeguarding and child protection policies. The successful candidate will be subject to an enhanced DBS check and shortlisted candidates may be subject to online searches as part of our due diligence checks.

Please Note: This post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

We are an Equal Opportunities employer committed to diversity, dignity, and inclusion in every aspect of our school life.

How to Apply

Visits to the school are warmly welcomed and can be arranged by calling the school office or by emailing head@sacredheart-jun.manchester.sch.uk

An application pack is available on the school website: [Sacred Heart Vacancies](#).

Please return completed applications to our Headteacher, Mrs J. Botham at head@sacredheart-jun.manchester.sch.uk

- **Closing Date:** 26th August 2026
- **Shortlisting:** 2nd September 2026
- **Interview Date:** 9th September 2026

