

St. Michael's Catholic Primary School
Guion Street
Liverpool L6 9DU
Tel: 0151 263 8460
Headteacher Mrs Jade Gordon



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www.stmichaelscatholicprimary.co.uk

*“With Jesus, we can
achieve what we
dream and believe”*

Site Manager
Pass Grade 6 SCP 15-20 £30,024 - £32,597
Full-time, Permanent
35 hours per week, Split Shifts (7.00-10:30/2:30-6:00)

The Governors of St. Michael's Catholic Primary School are seeking to appoint a proactive and reliable Site Manager, who is motivated and enthusiastic, to oversee the day-to-day management, maintenance and security of our large primary school site, which includes separate infant and junior buildings and extensive grounds.

The successful candidate must be committed to safeguarding and promoting the welfare of all our children and our staff.

St Michael's is a very big, busy and friendly school with lots going on - we are a two-form entry school with a nursery. A large proportion of our pupils are from EAL families and our school community is made up of a wide variety of cultures, religions and traditions. As a result, our school is an exciting and rewarding place to work.

This is a key operational role ensuring the school environment is safe, clean and well maintained for pupils, staff and visitors.

Key Responsibilities:

- Day-to-day site management across all buildings and grounds
- Opening and closing the school, including security of the premises
- Carrying out basic maintenance, repairs and overseeing cleanliness standards
- Managing contractors on site and monitoring works
- Undertaking routine checks (e.g. fire alarms, water flushing, basic H&S checks)
- Supporting the administration of health & safety systems and compliance records
- Assisting with ensuring the school remains compliant with statutory requirements

We are looking for someone who:

- Has experience in a site management, caretaking or premises role
- Is practical, organised and takes pride in maintaining high standards
- Has a good understanding of basic health & safety principles
- Can work independently and take initiative



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What We Can Offer:

- A supportive working environment
- Opportunities for training and development
- A clear progression pathway within the role for the right candidate
- The chance to make a real difference to the school environment

St. Michael's is a happy, nurturing and inclusive school that strives for excellence. You will join a friendly and committed team of staff in a vibrant, diverse and welcoming school community.

Ofsted Report 2024: 'Pupils are proud to attend this welcoming school.' Pupils benefit from the kind and caring relationships that they have with staff and each other. 'Pupils enjoy a good quality of education, and their behaviour is impeccable and a credit to the staff and their parents and carers'.

We welcome applicants who meet the essential criteria and want to join our inclusive school family.

We strongly recommend visits to the school where you will have the opportunity to see the school site and have an informal discussion about the role.

If you wish to visit our school please contact: Miss Elson (SBM) on 0151 263 8460.

Please refer to the relevant job description and person specification when applying, outlining why you want to apply and what skills, qualities and experience you think you can bring to our school. Please address your application to Mrs Jade Gordon, Headteacher.

Closing date: Monday 8th June 2026

Any conditional offer of employment will be subject to statutory pre-employment checks including two satisfactory references, one of which must be your existing/most recent employer and Enhanced DBS and Barred List checks. References will be checked prior to the interview process. Please note that open or generic references will not be accepted as part of our recruitment process. Also, as part of the shortlisting process, we will carry out an online search as part of our due diligence on all shortlisted candidates prior to interview.

All applicants will be subjected to an identity and qualifications check. A childcare disqualification check will also be required for relevant posts. Appointment is subject to a health clearance by the LA Occupational Health Provider. Candidates must also comply with the Asylum and Immigration Act 1996, by being required to supply evidence of eligibility to work in the UK.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. All applications will be considered on the basis of suitability for the post regardless of sex, race or disability.

St Michael's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to embrace this commitment. Our Safer Recruitment Policy is available on our school website.

Applications are invited from both practicing Catholics and applicants who will support the Catholic ethos of our school.