



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 0LQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Job Title:	Site Manager
School:	St Ann's Church of England Primary School
Grade:	SCP12-17
Contract Hours:	37 hours per week, all year, split shifts (7-10am & 2-6pm)
Contract:	Permanent
Salary:	£27,711- £30,060
Start date:	As soon as possible

St Ann's is an over-subscribed, two form entry Church of England primary school, with a strong track record of achievement and an outstanding judgement from Ofsted and excellent from SIAMs. We nurture and care for our children in a Christian ethos, placing our children and their family at the centre of our work. Our children are encouraged to be independent, creative and reflective learners who can self-manage, work within a team and effectively participate and communicate.

We are seeking to appoint a highly motivated person to the role of Site Manager. The successful candidate will be responsible for the smooth running of the school site and will oversee the work of 3 cleaners, acting as their line manager. The Site Manager will attend the site each day that the school is in use by normal users, as well as carrying out duties during holiday periods when holiday cleaning or building maintenance work is being conducted.

The successful candidate will:

- Be highly motivated and take pride in their work
- Be able to lead others and work as part of a team
- Be able to be flexible and deal with the ever-changing nature of the school environment
- Embrace our vision and values
- Take ownership of personal professional development
- Treat everyone with respect and dignity, promoting a culture of equal opportunities

Key responsibilities are:

- To be responsible for Health and Safety including keeping accurate and updated paperwork
- To be responsible for building maintenance, cleanliness and security
- To work with and oversee the cleaning operatives to ensure high standards of cleanliness are in place across the school
- To be responsible for the maintenance of furnishings, fixtures, plant and heavy equipment within the school premises



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- Liaise closely with and meet on a regular basis with the Headteacher and Business Manager
- To work with our external Health and Safety advisors to ensure continued excellent practice
- To undertake any training and development as directed by senior colleagues
- To engage with all our policies and procedures, including health and safety, data protection and our code of practice
- To comply with any reasonable request made by a senior colleague
- To undertake any other ad-hoc tasks as required

Visits to the school are encouraged and warmly welcomed. Please telephone to arrange an appointment (0151 426 5869).

The application pack is available on <http://www.three-saints.org.uk/index.php/vacancies/>. CVs will not be accepted.

Application Process:

Closing Date & Short-listing: Tuesday 25 February 2025

Interviews: Tuesday 4 March 2025

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.