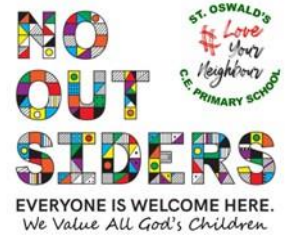




St. Oswald's
C.E. Primary School



Grove Road, Mollington, Chester, CH1 6LG

admin@stoswald-moll.cheshire.sch.uk

Thursday 11th December 2025

Job Description

Job Title: Site Manager

Pay: £14 per hour

Contract Type: 25 hours per week, term time only (39 weeks per year)

Start date: Mid-January 2026

Purpose:

To ensure the school site, buildings and grounds are maintained to a high standard by providing effective site management, cleaning and caretaking. The Site Manager plays a key role in creating a safe, secure, clean and welcoming environment for pupils, staff, parents and visitors. The successful candidate will support and uphold the school's Christian ethos, values and vision.

Key Responsibilities

Site Maintenance and Repairs

- Carry out routine maintenance, minor repairs, decorating and general DIY tasks across the school site.
- Identify and promptly report issues requiring specialist contractors, arranging and monitoring their work when necessary.
- Maintain outdoor areas including pathways, playgrounds, car parks, gardens and drainage areas.

Cleaning Duties

- Undertake daily cleaning of designated areas including classrooms, corridors, offices and communal spaces.
- Clean and maintain toilet areas to a high standard of hygiene.
- Ensure bins are emptied, surfaces disinfected, areas dusted and floors cleaned in all assigned zones.
- Carry out periodic deep cleaning during holiday times or when additional cleaning is required.
- Monitor overall cleanliness standards and support the cleaning team where applicable.

Health, Safety and Compliance

- Ensure compliance with health and safety regulations, following CDAT and school policies.
- Complete routine statutory checks including fire alarms, emergency lighting, water temperature testing and security checks.
- Conduct and update risk assessments as required.
- Safely store cleaning materials and equipment in line with COSHH regulations.

Security

- Act as a keyholder, responsible for opening and locking the school buildings each day.
- Ensure the site remains secure at all times, managing alarms, gates and access points.
- Respond to emergency call-outs when necessary.

Premises Management

- Work with the Headteacher and School Business Manager to plan maintenance schedules and site improvements.
- Manage stocks of cleaning and maintenance supplies, placing orders when required.
- Support with setting up rooms for events, meetings and school activities.

Teamwork and Community Engagement

- Develop positive relationships with pupils, staff, governors, parents and the wider community.
- Promote the school's Christian values in interactions and the general care of the school environment.
- Contribute to a culture where safety, respect and well-being are prioritised for everyone.

Person Specification

Essential Experience and Skills

- Experience in site management, caretaking, building maintenance or similar roles.
- Practical maintenance skills in areas such as basic plumbing, joinery, decorating and DIY.
- Experience in professional cleaning, including hygienic maintenance of toilets and high-traffic areas.
- Understanding of health and safety legislation, COSHH and safe working practices.
- Ability to carry out manual handling and physically demanding tasks.
- Strong organisation and time management skills.
- Ability to work independently and take initiative.
- Good communication skills and a positive, flexible attitude.

Desirable Experience

- Experience working in a school or educational setting.
- Training or certification in:
 - Health and Safety
 - Manual Handling
 - First Aid
 - Fire Safety
 - Legionella Awareness
- Experience overseeing contractors or managing small budgets.

Personal Qualities

- A commitment to maintaining a clean, safe and nurturing environment for children.
- Respect for and willingness to uphold the school's Christian ethos and values.
- Reliability, honesty and a strong work ethic.
- Friendly, approachable

In return we can offer:

- A friendly welcoming school
- Commitment to CPD
- A team of supportive staff, governors and parents
- Opportunities to work with colleagues across the trust and the diocese