

St Philip Westbrook C.E.A.P School  
District Centre  
Westbrook  
Warrington  
WA5 8UE  
Head teacher: Mrs. Jacqueline Wightman  
Tel: 01925 445391

**Position: Site Manager**

**Hours: 40 hours per week, full time with five weeks annual holiday**

**Salary: Grade 6 £24768.00 - £28451.00 per annum**

**Closing Date: 21.02.2020 9.00 am**

**Shortlisting: 24.02.2020**

**Interview Date: 25.02.2020**

St Philips is a popular three form entry Church of England Primary school in the Westbrook District of Warrington.

We have wonderful well-motivated pupils, an enthusiastic and committed staff, inspirational senior leaders, supportive parents and excellent links with the community.

The Governing Body are seeking to appoint a professional, trustworthy and proactive site manager who will take pride in looking after our school and will consider all actions in order to keep the school secure and well maintained.

The role will include:

- being a main key holder for the school;
- taking care of cleanliness and aesthetics and ensuring the security and maintenance of the premises;
- undertaking key maintenance of the school building and grounds, including some decorating, basic plumbing and DIY;
- having responsibility for much of the school's health and safety requirements;
- liaising with contractors on site and arranging site visits;
- maintaining maintenance and premise maintenance record;
- managing a team of cleaners during term time and through holiday periods;

You will be joining a team that consists of a day time caretaker, an evening caretaker and 4 cleaners. The successful candidate will need to work as part of this team and work well under their own initiative.

The post is full time, full year with an entitlement to 25 days leave increasing to 30 days after 5 years of service. Holidays must be taken during school closure periods and must be requested in advance.

The successful candidate will have to have a flexible approach to working hours to meet the needs of the school, for example to assist at an evening event and to changing working pattern if necessary.