



ST JAMES'

CATHOLIC HIGH SCHOOL



Site Manager

Candidate Information | August 2026



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

At St James' we are proud of our latest Ofsted report, where all aspects of the school were judged to be either of an expected or strong standard (OFSTED 2026). The Diocese of Shrewsbury judged our school to be a "Good" Catholic school with "Outstanding" areas (CSI 2024). Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. We are located in Stockport, South of Manchester.

St James' is a highly academic performing school:

- In 2025, **73% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **46% achieving a Grade 5 or above in both English & Mathematics**
- **82 grade 9s and 115 grade 8s were awarded to our students in 2025**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamestheadle.co.uk

Anthony Pontifex
Headteacher



Site Manager

Full time, Permanent (37 hours per week), all year round
Scale 23-28 £34,434- £39,152 (Pending pay award TBC)

Mon- Thurs – 06:15am – 2:15pm, Friday 6:15am-1:45pm.

Or

Mon- Thurs – 10:45am – 6:45pm, Friday 11:00am-6:30pm.

Working pattern to be agreed

(Hours may vary during the year due to planned events and school holidays)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School where all aspects were judged to be either of an expected or strong standard by OFSTED in April 2026.

The Diocese of Shrewsbury judged our school to be an "Good" Catholic school with "Outstanding" areas (CSI 2024).

The governors of the school wish to appoint a Site Manager

Closing Date: Tuesday 8th September 2026, 12noon

Interviews: W/C 14th September 2026

Please note a current CES application form (version 14) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to c.griffiths-davies@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Site Manager

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose of the post

- To support and manage all premises related aspects across the school

Responsibilities

To effectively assist and support the Business Manager, Headteacher and Governing Body by:

- Being responsible for the safe and efficient management, operation and development of premises related functions and resources
- Leading on the planning, development and management of site staff resources, including
- coordination and delegation of relevant activities
- Provide a safe, secure, clean, warm and stimulating environments for all site users and
- visitors and ensure that health and safety requirements are complied with
- Being responsible for developing, reviewing and monitoring premises related policies to
- ensure compliance and integrity at both a national and local level
- Ensuring that statutory requirements within the remit of the post are met
- To undertake overtime duties as required, outside of the normal agreed working pattern
- To assist appropriate authorities when carrying out inspections of the school
- Any other duties in agreement with the Business Manager or Headteacher

Resource Management

- To oversee all premises related matters, liaising with the Premises Staff and Business Manager as appropriate
- Prepare, manage and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc. Ensure all site paperwork is kept secure and up to date
- Plan works programmes, agree budget priorities, and prepare maintenance and capital expenditure plans
- Identify, negotiate, manage and review procurement or contract renewals in relation to site in line with financial policies and procedures. Lead on the preparation of contract specifications and development of service contracts
- Develop and manage an organised purchasing system for all estate and facilities supplies and services

- To be responsible for the management of asbestos across the school site
- Monitor and control the day-to-day work undertaken on site by employed staff and contractors, dealing with any issues arising
- Work with the SBM on the development of site related policies and procedures (e.g. Lettings and Health and Safety)
- Ensure planned maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the school environment is safe, comfortable and fully functional
- Ensure maintenance schedules meet contractual warranty and insurance requirements
- Manage Planned and Reactive site budgets (c£125k), obtaining best value and in accordance with school financial control systems and procedures
- Procure all goods and services in relation to site functions across school
- Maintain stock records of all equipment, cleaning supplies and tools used
- To act as the school's first point of contact out of hours for site and premises issues
- With the Business Manager, to review regularly the asset management plan and adjust it as appropriate to ensure that it remains affordable
- To provide information as necessary with reference to the status of the site and progress of the asset management plan

Premises Development and Capital Project Management

- In conjunction with the SBM, develop a Capital works plan identifying key building priorities
- Effective management of all projects on site, taking responsibility for business continuity while works are in progress.
- Liaising with the Diocese, contractors, other teams as appropriate
- Undertake call-out responsibilities as part of the Management Team
- Act as the school's representative at design team/contractor meetings and report back as necessary

Health and Safety

- Along with the Headteacher and SBM, to be responsible for managing all aspects of health and safety matters within the school including specific risk assessments, health and safety policy and audits, fire safety audits and emergency planning
- Ensure specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas

- To conduct daily checks of the school site
- As part of a Safeguarding/H&S team, conduct half termly health and Safety site walkarounds acting upon issues found
- Ensure self and colleagues comply with Health and Safety legislation and all practices and
- procedures are conducted in a way that meets the relevant requirements for the wellbeing of others including the following:
 - a. Consultation or negotiating with external agencies to achieve these ends
 - b. The undertaking of health and safety audits across all areas.
 - c. Ensuring that accident/near miss incidents are effectively investigated and reported.
 - d. Liaising with designated contractors and ensuring that their documentation is up to date.
 - e. Risk Assessments, COSHH Assessments are completed

Staff Management

- Recruit, lead and develop site and cleaning staff to ensure an effective, engaged and high performing team with the right skills and experience to deliver a high-quality service
- Manage the performance and appraisal of all premises related staff in line with school policies and procedures
- Monitor work routines on a regular basis
- Develop and implement working procedures and standards for all premises staff
- To arrange cover for site staff if required to ensure school buildings are opened and secured as necessary

Fire and Security

- To ensure that the premises are kept secure and safe
- To have the responsibilities as a key holder to ensure the security of the premises including the operation of fire and burglar alarms
- Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated
- To ensure that fire risk assessments are completed as per statutory requirements and all recommendations following audit are actioned
- In conjunction with the SBM ensure school and non-school personnel are fully aware of all fire safety and evacuation
- Be responsible for the development and management of appropriate measures for the
- security of the site and buildings, and the prevention of theft or damage to school property

Other Specific Duties

Many specific responsibilities will require collaborative working with other team members which, as the Site Manager, you will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. This post is subject to Enhanced DBS disclosure.

The post holder will be expected to comply with all reasonable requests from the Headteacher and School Business Manager to undertake work of a similar level that is not specified in their job description.



Site Manager

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education	✓		✓	
Commitment to personal/professional development	✓		✓	
Experience				
Experience of working in a school environment		✓	✓	
Basic site maintenance experience and ability (cleaning, heating, plumbing, carpentry, electrics etc.)	✓		✓	
Professional Knowledge				
Knowledge of and commitment to relevant school policies including Safeguarding/Child protection and Health and Safety.	✓		✓	✓
Personal Skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to work as part of a team	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Ability to carry out manual handling tasks requiring a level of physical fitness	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

Contact

Kirsty Bowers

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

www.stjamescheadle.co.uk

St James' Catholic High School

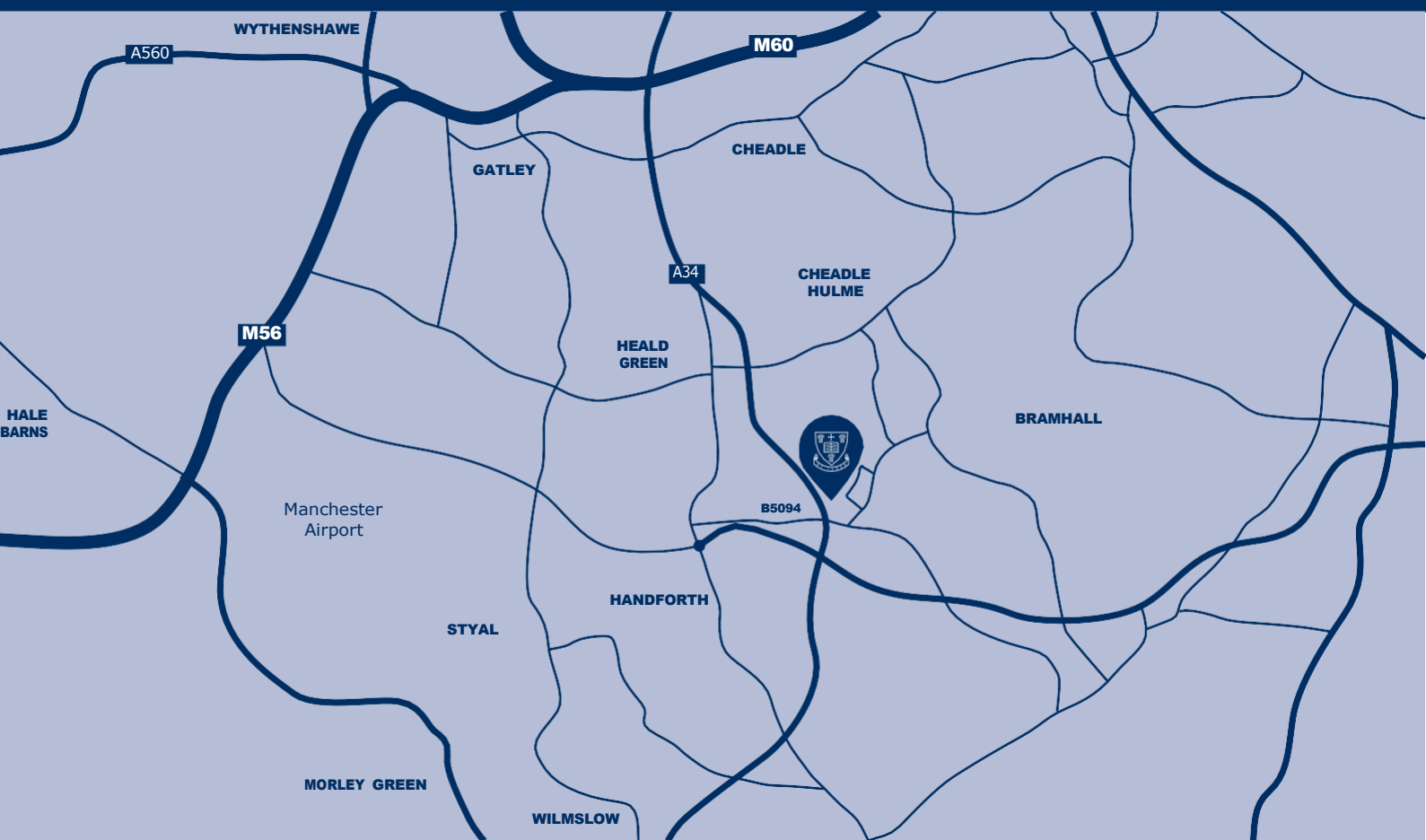
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



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CATHOLIC HIGH SCHOOL

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Matthew 19:26