



All Hallows Catholic School

Information Pack

for

Assistant Site Manager



All Hallows Catholic School
RECRUITMENT
✉ recruitment@allhallows.net

Welcome

Thank you for taking the time to visit us, we hope this pack provides you with the information you need, to join our **All Hallows Family**.

All Hallows is a Roman Catholic comprehensive school and Sixth Form College in the diocese of Portsmouth that serves the students and families of Surrey, Hampshire and Berkshire. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

Staff at All Hallows share our Gospel values and we are committed to using our talents to serve our students, in both their academic and spiritual lives. We believe that working together we will ensure that our students will be happy and successful in all that they do.

We look forward to welcoming you to All Hallows in the future.

Yours sincerely



Mark Baines
Headteacher



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Job Description

ASSISTANT SITE MANAGER

This exciting position has arisen for a pro-active and dedicated individual to support our Site Manager in the day-to-day maintenance of the school. The post-holder must be a committed and motivated individual who will assist with site security, facilities maintenance, health and safety, and internal event management.

Salary Scale AH5-6, £29,177 - £33,443

The position is a full time only.

Should you wish to apply, please send your CV and covering letter to Paula Gosling at p.gosling@allhallows.net. Closing date Monday 22 September 2025.





Job Description

ASSISTANT SITE MANAGER

JOB PURPOSE

To support the Site Manager in the day-to-day maintenance of the school. The post-holder must be a committed and motivated individual who will assist with site security, facilities maintenance, health and safety, and internal event management.

RELATIONSHIPS

The post holder is responsible to the Site Manager, School Business Manager and to the Headteacher.

All staff of All Hallows Catholic school should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

REQUIREMENTS

Essential

- Experience of working with site security procedures.
- Physically capable to perform manual work; heavy lifting, working at heights (ladders) etc.
- Positive, flexible working attitude.
- Basic ICT skills – e-mail. MS Word
- Good communications skills, building internal and external relationships.

Desirable

- Live locally, able to respond in the event of an emergency call-out.
- Electricity / gas / trade qualifications useful (not essential).
- Previous experience related to the building trade or previous experience working in schools site management.

RESPONSIBILITIES & KEY TASKS

The main responsibilities of the Post Holder are to assist as follows:

- Managing site security, including daily locking / unlocking, operating alarms and CCTV systems
- Emergency response to unforeseen circumstances i.e. flooding, breakages etc.
- Distribution of deliveries.
- Event set-up for assemblies, meetings, parents evenings, performances.
- Flexibility to alter hours to attend and support special school events as and when required.
- General repairs and maintenance of the school site.
- Potential to be involved in school development / build projects.
- Liaising with external hirers.





Job Description

ASSISTANT SITE MANAGER

SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of our pupils in school in accordance with the Children Acts 1989 and 2004, and the Education Act 2002. All staff and volunteers must share this commitment and will be expected to undertake training as and when appropriate.

HEALTH AND SAFETY

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.

OTHER DUTIES

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher or Site Manager.

FLEXIBLE WORKING

The post-holder may be requested to provide support and assistance in providing cover in the event of the absence of another team member. Other duties may be required and may be reasonably allocated within the purview of the post by the Site Manager or Headteacher.

The post-holder is expected to work on a three-weekly rota:

- Week 1; 06:00 to 14:00, Monday to Friday and Saturday 07:30 to 12:30 (42.5 hours excluding 30 min break)
- Week 2; 13:30 to 21:30, Monday to Friday (37.5 hours excluding 30 min break)
- Week 3; 08:00 to 16:30, Monday to Friday 40 hours excluding 30 min break)

40 hours weekly average.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher. Contracts and Administration are organised through the Finance Department.



Our Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Our Core Values

Respect

Respecting ourselves, others and our community

We expect our students to **respect** God, themselves, others and the All Hallows Community;

Courage

Never giving up and taking on new opportunities.

We expect them to be **courageous**, to never give up and take on new opportunities;

Responsibility

Taking ownership of our actions and who we are

We want them to take ownership of their actions and take **responsibility** for themselves;

Consideration

Being thoughtful and giving our time for others

We want them to be **considerate**, by being thoughtful and giving up time for others;

Intellectual Curiosity

Using new ideas and concepts, challenging our way of thinking

We expect them to have **intellectual curiosity** by using new ideas and concepts and challenging themselves in how they think.



High Expectations

OFSTED 'OUTSTANDING'

By way of external credentials, we are rated an 'Outstanding' school both by Ofsted and by the Diocese of Portsmouth.

Delivering Excellence

Our Curriculum

All Hallows delivers a full, broad and balanced curriculum, which promotes lifelong learning as well as academic and personal achievement, alongside a spiritual education.

Students have opportunities to participate in extra-curricular activities and events to develop their interpersonal skills.



Connection

Connecting to prior learning, learning goals and big picture of learning



Activation

Building new learning and key vocabulary for learning



Demonstration

Practising, applying and challenging learning



Consolidation

Reviewing and reflecting on the success of learning

Our Practice

Lessons are planned around 4 key phases of learning. These phases are a framework for staff to help support the delivery of the features of high-quality instruction.



Staff Benefits

The Small Things Matter

- Ongoing training for all staff
- Free staff parking
- Large staffroom with free tea & coffee
- O365 free remote access
- Staff library
- Use of the swimming pool before school, and use of the fitness suite both before and after school
- Cyclescheme & Techscheme salary sacrifices
- Regular staff socials throughout the year, including Friday 'Tea & Cakes'

