Position: School Site Manager / Caretaker

Wrenbury Primary School wish to appoint a committed and suitably experienced Site Manager to ensure the effective operation, maintenance and security of the school premises.

At Wrenbury Primary School we are proud of our strong ethos and our nurturing, family-centred environment where "We All Matter". This is a key role within the school, requiring a high level of responsibility, initiative and professionalism. The successful candidate will oversee all aspects of site management, ensuring that the school environment is safe, secure and well maintained at all times.

Hours: 30 hours per week (7.00 – 9.30am and 3pm – 6.30pm Monday – Friday)
Weeks: 52 weeks per year with paid holiday

Salary: Grade 5 (£26,403 - £28,142 FTE / Pro rata £21,122 – 22,514)

Key responsibilities include:

- Carrying out general maintenance, repairs and site inspections including the upkeep of the building and grounds
- Ensuring compliance with health and safety legislation and school policies
- Supporting the smooth running of the school environment.
- Opening and closing the school site. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required
- Act as the designated key holder for the school premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Arrange emergency repairs, managing contractors and overseeing works on site
- Arrange regular maintenance and safety checks
- Monitor stock and order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules
- Monitor the work of and manage cleaning and other site staff
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following academy protocol/procedures
- Any other duties appropriate to the post.

The role requires flexibility, including occasional out-of-hours working to support school events, lettings and emergency callouts.

We are seeking a candidate who:

- Has experience in a similar role (school experience desirable but not essential)
- Has good practical maintenance and DIY skills
- Demonstrates strong practical and problem-solving skills
- Is organised, reliable and able to prioritise workload effectively
- Has Health & Safety knowledge and experience
- Can recognise the importance of safeguarding
- Can work independently
- Is committed to contributing positively to the ethos and life of the school

At Wrenbury Primary School, we value every member of staff and see our team as an extended family. The Site Manager plays a vital role in supporting the whole school environment.

In return, we offer:

- A friendly and supportive staff team
- A positive and inclusive school community
- Opportunities to contribute meaningfully to school life

Visits to the school are warmly welcomed.

Safeguarding Statement: Wrenbury Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful you will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

School visits: please email the school office on admin@wrenbury.cheshire.sch.uk to arrange a viewing
Closing Date: Monday 30th November 2026 at 18:00
Interviews: to be confirmed

For further information regarding this role, please contact admin@wrenbury.cheshire.sch.uk