



Contact Us

A full application pack is also available from the school office. All completed applications are to be sent to Mrs M Marshall.

Email: mmarshall@emmausmac.com

Phone: 0121 274 5975

Online: st-francisxavier.sandwell.sch.uk

Visits are warmly welcomed prior to application.

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting a Site Manager

Required ASAP

Salary Emmaus Grade 6 SCP 12-17 £26241-£28770 FTE PRO RATA

35 hours per week Monday-Friday all year round.

7am-11am & 3pm-6pm

The Local Governing Body is seeking to appoint a Site Manager to join our innovative and outward-looking school. We are committed to providing an exceptional education to all our pupils. We need a dedicated Site Manager who can help to ensure a clean and safe learning environment for our children and staff.

The successful candidate

- Will be reliable, hardworking, self-reliant, flexible, and highly motivated.
- Carry out statutory checks and complete relevant paperwork ensuring compliance.
- Be proactive over health and safety issues and maintenance of the school site.
- Be able and willing to identify and complete repairs, general maintenance (including painting).
- Will be responsible for maintaining site security, including locking up and opening school site, setting alarms and being a key holder.
- Is well organised, with good time management and can manage fixed deadlines.
- Is committed to making a difference to our school site.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school. If you meet the requirements of the job description and person specification and feel that you make a positive difference to our school, then we can't wait to receive your application.

Closing Date:

Interviews: Week beginning

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process, school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to interview or at interview.



THE ARCHDIOCESE OF BIRMINGHAM

