



Site Manager – Full time

Salary: Band 6, point 7 to 11 (actual salary) £26,403 to £28,142

Hours: 37 Hours per week, Full year

Working Pattern: to be discussed at Interview stage

Contract type: Permanent

Start Date: ASAP

St Luke's CofE Primary School is a warm and welcoming school. Pupils are happy. They enjoy positive relationships with staff and receive high-quality pastoral care and support (Ofsted May 2025). We are seeking to appoint a committed and suitably experienced Site Manager to ensure the effective operation, maintenance and security of the school premises.

Key responsibilities include:

- Opening and closing the school site and acting as a registered key holder
- 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
- Managing contractors and overseeing works on site
- Cleaning and monitoring cleaning standards to support site presentation
- Assisting with portering and event setup
- Supporting the smooth running of the school environment

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

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
- Can work both independently and as part of a team
- Is committed to contributing positively to the ethos and life of the school

At St Luke's we value every member of staff. 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. All applications must be completed on the application form provided and should be returned via email to sbm@stlukes.bradford.sch.uk or posted to the school address. CVs will not be accepted.

Closing date for applications: **Wednesday 29th April 2026 at 12.00pm**

Interview Date: **Tuesday 5th May 2026**

St Luke's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced Disclosure and Barring Service check and proof of Right to Work in the UK, all qualifications verified and references will be obtained prior to the time of the interview.