

St. Joseph's Catholic Primary School, Oxford

"Let us protect with love all that god has given us"

Headley Way, Headington, Oxford, OX3 7SX
Telephone: 01865 763357 Fax: 01865 308436
Email: office.3838@st-josephs-pri.oxon.sch.uk
Website: www.st-josephs-pri.oxon.sch.uk



Headteacher: Ms J Tweedie

Site Manager

Salary Details: Grade 7; £20,227 (actual)

Job Type: Temporary 1 Year Fixed Term with possible view to extend

Appointment Type: Part time

Hours: 25 hours per week, 52 weeks per year.

Start Date: ASAP

About Us

We are a vibrant, diverse, two-form entry school in the heart of Oxford. Our school boasts exceptional facilities, including a running track, MUGA, garden area, and forest school spaces. As an inclusive community, we welcome applicants from all backgrounds who are willing to embrace our school's ethos.

The Role

We are seeking an organised and adaptable Site Manager to join our dedicated team. This role has become available due to our School Business Manager reducing their hours.

- **Term Time:** 5 hours per day (ideally mornings) focusing on site security, safety, and general maintenance.
- **School Holidays:** You will lead the holiday schedule, coordinating site team hours and overseeing external contractors whilst also ensuring the building remains secure and well-maintained.

The Successful Candidate Will:

- Be a strong communicator who works effectively within a team.
- Possess a good understanding of building maintenance and the ability to perform minor repairs.
- Be tech-savvy (proficient in Email, Word, Excel, and Smartlog).
- Be an inspiring leader, open to innovation and new initiatives.
- Be highly organised and capable of managing complex schedules.

What We Offer:

- A collaborative leadership team and a dedicated, flexible site staff.
- A strong commitment to your professional development (CPD) and career progression.
- A positive, inclusive environment (we have recently begun Relational School Training for all staff).
- A workplace that celebrates success and community.

Visit Us

We would love to show you our vision in person. Come and see how we equip our children with the skills to care for their world. To arrange a visit please contact Mrs Monica Mate-Arnall in the school office on 01865 763357 or via email admin.3838@st-josephs-pri.oxon.sch.uk or Mrs Rachel Rendell, SBM. Sbm3838@st-josephs-pri.oxon.sch.uk

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This post does not require applicants to be Catholic, but the candidate will be willing to embrace the ethos of our school. As an inclusive school, we welcome applications from everyone.

Please refer to the job description and personal specification for further details.

Previous experience of working in a school is helpful but not essential as full training will be provided for someone with the appropriate skills.

For further information please see our vacancies page on our website at the following link <https://www.st-josephs-pri.oxon.sch.uk/about-us/vacancies>

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed. **Keeping our pupils safe is our first priority. We follow safer recruitment practices as per KCSIE and will rigorously take up and check references and carry out an internet check as per guidance.**

PLEASE ENSURE YOU COMPLETE THE CES APPLICATION FORM for Support Staff available on the school website and return it directly to the school office via email to admin.3838@st-josephs-pri.oxon.sch.uk for more information about the application process please call the office on 01865 763357. Applications on the County Council form will not be considered.

Closing Date: noon Tuesday 5th May

Interviews: TBC

Applications will be considered upon receipt and if a suitable candidate applies, we reserve the right to appoint before the closing date.