

## **Job Advertisement: Site Manager**

Start date: June/July 2026

37 hours per week, hours to be agreed

Grade 4

2-form entry primary school

Residential bungalow for rental accommodation, with conditions, if required

### **Site Manager for a thriving primary school in the heart of Hucknall**

Due to the retirement of a long-standing member of staff, we are seeking a reliable and proactive Site Manager to join our dedicated school team working at a large primary school in Nottinghamshire. You will play a key role in maintaining a safe, clean and secure condition as well as co-ordinating and undertaking such tasks as may be necessary for effective site management, administrative and lettings duties.

Alongside the Headteacher, you will be responsible for health and safety, ensuring that regulations are followed and adhered to throughout; you will also be part of the cleaning team to ensure that our school is always an inviting and welcoming place to be for all.

This is a varied and hands-on role, perfect for someone who takes pride in their work and enjoys working as part of a team. The ideal candidate will have excellent interpersonal and organisational skills; knowledge of and the ability to undertake various maintenance and repair works, be pro-active and able to demonstrate the ability to work under their own initiative.

We are looking for someone who will become an integral member of our school and community where children are at the centre. You will take ownership of the school site, working with the children and staff to make it a high-quality environment for learning.

Hucknall National C of E Primary School is a two-form entry school located on an extensive site and is part of the Southwell and Nottingham Multi-Academy Trust (SNMAT). We are a really positive, happy and welcoming team with amazing pupils in a wonderful community. The Site Manager holds an essential and crucial role in the school, and as such it is a highly valued and respected position within the school team.

At our school we are committed to ensuring that every single member of our community can flourish and “live life in all its fullness” (John 10:10). Everything we do is driven by the commitment that everyone should have access to the same opportunities and experiences, enabling them to live happy and fulfilled lives. This is shown in our approach and commitment to the way we work, the safe and nurturing environment we provide and operate within, the consistently respectful way we treat others, how we warmly welcome everyone to be part of our school and the experiences and opportunities we provide for everyone in our community.

**We are committed to:**

- Providing excellent teaching and learning by passionate experts
- Having the highest expectations of all our pupils and knowing our children well
- Challenging all children to strive for academic, creative, sporting and personal accomplishment within a broad, knowledge rich, vibrant curriculum
- Developing a truly inclusive school, where ALL children can flourish
- Celebrating achievement in all areas
- Fostering an ethos of respect and empathy
- Instilling a lifelong love of learning and a strong grounding for future success
- Ensuring all children feel safe and happy.

**We can offer you:**

- A welcoming, supportive and friendly school community
- Opportunities for training and development
- A varied and rewarding role where no two days are the same
- A period of support and training before taking full responsibility
- An on-site, three-bedroom residential rental property, if required.

If you would like to discuss the role, please contact the school office on 0115 9632678 or [office@hnp.snmat.org.uk](mailto:office@hnp.snmat.org.uk)

Visits to the school are warmly welcomed and encouraged. This is a crucial role within our school and the post must be as right for you as it is for us.

Interviews to be held: Wednesday 18<sup>th</sup> of March 2026

Hucknall National C of E Primary School welcomes applications from all, irrespective of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

**Applications for the post must be submitted by 3.00pm on Tuesday 10<sup>th</sup> of March 2026. Please send completed application forms to [office@hnp.snmat.org.uk](mailto:office@hnp.snmat.org.uk).**

All posts are subject to safeguarding responsibilities (relevant to the role), including the duty to protect and promote the welfare of children and young people, and to adhere to the Trust's safeguarding policies and procedures. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. References will be called prior to interview and online searches may be carried out on shortlisted candidates as part of due diligence checks. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

Sarah Barratt  
Headteacher