

We are looking for a Site Manager to join our friendly, hard-working team at Holy Trinity Primary School. Improving outcomes for all pupils is at the heart of everything we do and the role of the Site Manager is central to this, ensuring that our school is a safe, clean and organised place.

The main duties of the role are to:

- Be responsible for the property and school grounds and assisting in the management of the school.
- Liaise daily with the Headteacher on caretaking and site management issues.
- Maintain any machinery or plant within the school.
- Maintain the internal and external fabric of the school's premises as a safe working environment.
- The successful candidate will also be responsible for personnel management and the maintenance and development of the school's buildings and premises.

Please refer to the attached Job Description for more information about the role. We strongly recommend that you visit our school and also our website to learn more about us.

If you are ambitious and driven by a desire to improve outcomes for all pupils, if you love helping the school community and are always striving to improve practices for our school and if you are keen to explore new ideas and ways of moving forward we would love to hear from you!

About Us

Holy Trinity Primary School is located in the heart of Hackney. We are part of a federation of seven schools called Primary Advantage. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Our school is in a purpose-built, award-winning building, located in Dalston Square.

Start date: October 2025, or flexible for the right candidate

Closing date: Thursday 23rd October 2025 at 9am

Interviews: Friday 24th October

Scale: PO1 (£46809 - £56625)

Hours: 37.5 hours a week, 52 weeks a year

For queries in regards to the post or to request the job description and application form, please contact our Finance & Admin Manager, Helen Khan at recruitment@holytrinity.hackney.sch.uk. For more information about our school please visit our website www.holytrinity.hackney.sch.uk. Visits are warmly welcomed and encouraged.

Shortlisted candidates will be subject to an online search prior to interview. Successful candidates will be required to apply for an enhanced Criminal Record Check via DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Primary Advantage Federation – Schools Achieving More Together

St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside Primary and Gainsborough Primary