

Site Manager

Grade 4 SCP (23-24) actual salary - £34,434 - £35,412

(with an on-site 3 bedroom detached house accommodation-with subsidised rent and water charges included).

Hours per week: 37 per week, all year round

Split Shift: Morning and Afternoon

Contract Type: Permanent

Hillstone Primary School
Hillstone Road
Shard End
Birmingham
B24 7PY

Telephone Number: 0121-675-3573.

Job Start Date: TBC

Hillstone Academy is seeking to appoint an enthusiastic, reliable and self-motivated Site Manager to join our team of hardworking, skilled support staff who are committed to the Academy ethos and values.

At Hillstone Primary we are committed to pupils achieving their full potential and be passionate about reinforcing our school core values of Inspire, Care and Educate. Hillstone is a happy, caring and creative school, set in uniquely leafy surroundings on large grounds.

The role is a very important one as we are looking for someone to be responsible for the management of the school site including the provision of maintenance, janitorial, cleaning, key holding and alarm response and also someone who will love the school and its environment as much as we do, interacting with pupils and parents alike. Health and safety is also a key aspect of the role.

The successful candidate will:

- have high standards and take a pride in their work
- ensure the site is maintained to an excellent standard
- be able to identify and prioritise their own workload, approaching all tasks with a "can do" attitude
- have proven DIY and repair skills enabling maintenance tasks to be undertaken
- undertake janitorial and cleaning services
- be able to engage and manage external contractors
- have an understanding of Health and Safety regulations and work within them using our online Health & Safety management portal, although training will be given, you will need to have IT skills.
- Have a commitment to training and professional development.

In return we can offer you:

On-site accommodation, a well maintained school site, supportive, friendly and hardworking colleagues.

Informal visits are warmly welcome. Please contact the school to arrange appointments.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Closing Date: 13th July 2026

Application packs and further information available to download from our website www.hillstone.org.uk . Please return all completed applications forms via email to j.murray@hillstone.org.uk

Interviews will be held: w/c 20.7.2026

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

Applicants please note: This post is not part of the City Council and the successful candidate will not hold a Birmingham City Council Contract of Employment. Please use the contact details in the advert for information on actual employment conditions.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

An online search will also be carried out as part of due diligence on all short-listed candidates.