



Notre Dame School & St Boniface's College

Site Manager - Secondary School

Required from December 2025

37 hours per week (6am to 2pm), 5 days per week (some flexibility required)

Permanent. Full time. All year.

28 days holiday per year, plus bank holidays

Grade H 23 to 26 (£34,434 to 37,280) plus membership of the Local Government Pension Scheme.

Plymouth CAST are looking for an exceptional Site Manager who will oversee the ongoing improvement and maintenance of Notre Dame RC Secondary School in Plymouth.

Managing other site staff to deliver a high level of service to staff, students and visitors, you will have an eye for detail and the ability to drive improvements. You will be responsible for the oversight of maintenance programmes and compliance.

You will be part of an aspirational team, striving to make our schools the exceptional learning environment our students and staff deserve. Whilst the position is based mainly at Notre Dame, you will work closely with colleagues delivering this service at St Boniface's College which is located a short distance away, forming a team with a shared focus on getting the best for our students and staff.

The successful candidate will have a background in building enhancement and maintenance, and be able to bring a multitude of skills to the role. They will understand the varied requirements of keeping a school site running smoothly and looking its best on a daily basis. Previous caretaking or site management experience in a school will be advantageous but transferable skills and experience would also be positively considered.

The postholder will need excellent communications skills both written and verbal as a leader of a team that understands what high standards of presentation and safety require. They will be a keyholder with responsibility for site security at the beginning and end of the day along with possible contact outside of working hours in emergency situations.

All Plymouth CAST staff are expected to demonstrate a care for and ability to work positively with young people. They must have an understanding of Child Protection and Safeguarding procedures and legislation (training provided), to be resilient and optimistic.

If you would like an initial conversation about this role, please contact hr@ndonline.org who will arrange an informal discussion with the School Business Manager. To apply; please complete our application form via the [TES website](#) (using Quick Apply). CVs are not accepted.

The school reserves the right to close the vacancy early if sufficient applications are received to proceed to interview.

Closing Date: Friday 7th November 2025

Interviews: w/c 10th November 2025