



THORNLEIGH SALESIAN COLLEGE
JOB VACANCY PACK

Site Officer

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Thornleigh Salesian College



MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.

THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



“
PUPILS CLEARLY
DISPLAY THE
SALESIAN VALUES.

OFSTED 2024





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PASTORAL CARE IS
AT THE HEART OF
THE SCHOOL MISSION.

CATHOLIC SCHOOL INSPECTION 2024

SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:



SAFEGUARDING &
CHILD PROTECTION
POLICY



KEEPING CHILDREN
SAFE IN EDUCATION



Job Vacancy

Site Officer

Grade C SCP 5 (£26,427 - £26,847)

Full Time, Full Year

Permanent

Required as soon as possible

Thornleigh Salesian College are looking to appoint a Site Officer to join our Premises Department in delivering an exceptional service across our school campuses.

The Role

As a Site Officer, you will undertake key holder duties, general maintenance duties, classroom setups and receiving deliveries of equipment/materials. In addition, as part of the school's scheduled programme of routine checks, you will be responsible for undertaking regular periodic checks on all school accommodation and grounds, including toilets and other communal areas, ensuring that all facilities are in a sound and safe operating condition in line with school standards.

The Person

The Site Officer will work alongside a wide range of people, at all levels, and will therefore possess excellent customer relations and communication skills. Experience in a similar environment is desired but not essential, transferable skills are the most important quality.

You will have:

- DIY skills which can be adapted and developed
- Experience of working in a team and preferably within a premises/facilities department
- Awareness of Building, Fire Safety, Disability, Asbestos and H&S legislation or a willingness to undertake training
- A Full UK driving licence (desirable)
- Experience of working to deadlines, managing and prioritising time effectively to ensure an excellent service is delivered
- Ability to respond to emergency situations and incidents

We can offer you

- The opportunity of working in a well-resourced, innovative and supportive department.
- Excellent professional development opportunities in a large successful school.
- A supportive and generous wellbeing offer including:
 - Supportive staff wellbeing team who host a staff briefing every Friday morning whereby breakfast is provided for all.
 - Recognition and reward for the weekly nominated staff member of the week
 - Frequent staff surveys and SLT focus groups
 - A new starter induction programme and coffee morning
 - Quarterly well-being coffee and cake support groups

Staff also have access to the Schools Advisory Wellbeing Package which have a wide range of complementary wellbeing services and can offer support as follows:-

- Unlimited Counselling
- Cancer and Chronic Conditions Support
- GP Phone Consultations
- Menopause Support
- Physiotherapy and much more

Closing date for applications: 9am Thursday 24th September 2026

Interview date: TBC

Application forms can be downloaded from our website www.thornleigh.bolton.sch.uk

Please e-mail completed application forms to hr@thornleigh.bolton.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check. We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

In accordance with Keeping Children Safe in Education 2026, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

Job Description

Job Title	SITE OFFICER
Grade	GRADE C SCP 5 (£26,427 - £26,847)
Hours	37 HRS/WEEK FULL YEAR (SHIFT PATTERNS 6AM – 2PM, 8AM – 4PM, 10.30AM – 6.30PM)
Responsible to	SITE MANAGER
Responsible for	To ensure that all school facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff and visitors.
Principal Responsibilities	To carry out routine maintenance and basic repairs during the school day. The person appointed will have knowledge and skills relating to buildings maintenance, security and health and safety requirements. Experience and skills to carry out repairs and minor building works will be particularly welcome. Commitment and attention to detail are required in order to maintain high standards of cleanliness in a busy and crowded environment. Positive and supportive relationships with staff and children will help make this challenging post rewarding and enjoyable.

MAIN DUTIES
• Support and promote the school's ethos and values and work in accordance with the school's aims, procedures and practices. • Opening and closing of the school building at times determined by the Governing Body, including ensuring that the fire and intruder alarm system are fully operational. • In the case of emergency, take appropriate remedial action and contact emergency services if appropriate and the Site Manager or a senior member of staff. • Cleaning duties including litter, spot and emergency cleaning which may be necessary to maintain hygienic standards. • Carry out general maintenance and repairs e.g. lock changes, light bulb replacement, wall repairs, graffiti cover up. • Ensuring sufficient stocks of essential maintenance materials. • Convey waste produce and paper to the appropriate central refuse area as required and ensure collection as necessary. • Porterage and messenger duties both within and outside school premises. • Movement of furniture and equipment around school. • Ensuring that pupil and staff toilets are inspected regularly to ensure they are fit for purpose; e.g. graffiti is removed, locks are operational, basins and urinals are in working order.

- Removal of debris and leaves from around the school including traps, downspouts, waste pipes etc. and ensuring that drains and manholes are clean and operational.
- Ensuring the safe storage of any flammable/toxic substances on site other than those in laboratories or workshops.
- Carry out statutory checks such as legionella, emergency lighting and fire systems/equipment.
- Set up for events and be on hand to support the smooth running of events in school.
- Flexibility to work later and at weekend if an event requires this.
- Any other duty commensurate with the post as required by the school.

This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the Headteacher to meet the needs of the school. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out.

Person Specification

SKILLS AND QUALITIES	METHOD OF ASSESSMENT
Able to work on own initiative as well as a member of a team	Application Form/Interview
Adaptable and self-motivated	Application Form/Interview
Well organised	Application Form/Interview
Able to prioritise tasks	Application Form/Interview
Literate and numerate with basic IT skills	Application Form/Interview
Articulate and communicative	Application Form/Interview
Outgoing pleasant manner	Application Form/Interview
Awareness of Health & Safety Issues	Application Form/Interview
Ability to carry out minor repairs to the fabric and fittings of the building	Application Form/Interview
Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
Experience of or willingness to drive the school minibus	Application Form/Interview