**Position: Site Manager**

**Location: Saddleworth Civic Hall**

**Salary:**

25 hours per week based on NALC/LGA band 20

Actual annual salary £21,281 (£16.37 per hour) April 2025 pay award pending

FTE: £31,586 (TBC) April 2025 pay award pending

Enrolment in the Greater Manchester Pension Fund.

29 days paid holidays per annum plus Bank Holidays.

Close date for applications: 12noon Wednesday 9th July 2025

Interviews will take place: W/c 14th July 2025

Saddleworth Parish Council is seeking to appoint an enthusiastic and well organised Site Manager to work as part of our busy and friendly team.

The main purpose of the role is

* To provide a comprehensive site management service within the civic building and other assets belonging to the Parish Council.
* To manage security, cleaning, minor maintenance and repairs and monitoring of the fabric of the Civic Hall and all other sites and assets belonging to the Parish Council.
* To be the Designated Premises Supervisor for the Civic Hall.
* To ensure a high standard of health and safety across the sites.
* To manage a team of 5 part time caretaking and cleaning staff
* A full, clean driving licence is required and the role is subject to a satisfactory DBS check.

Please refer to the Job description and Person Specification for further details.

**General Information**

Saddleworth Parish Council serves an area of outstanding natural beauty which is over half the geographical size of Oldham Metropolitan Borough.

Saddleworth is made up of 13 population centres in the former West Riding of Yorkshire. Uppermill is the commercial centre of the parish.

The Parish Council owns and runs Saddleworth Civic Hall which is the largest public meeting place in the area and is also the home for its offices and staff. It also owns a cemetery, an allotment site in Uppermill and a piece of land opposite the Three Crowns Inn at Scouthead. It has responsibility for Dawson’s Field at Scouthead, which is on a 30-year lease from Oldham Council.

 It is a statutory consultee on planning matters and is in the final stages of developing a Neighbourhood Plan.

The Council currently employs 9 staff covering administration and caretaking.

 The job description, person specification and application form are available from the Council Offices

Telephone 01457 876665

 or by emailing: Karen@saddleworthparishcouncil.org.uk

Completed application forms should be returned to the Parish Clerk, Karen Allott, Council Offices, Civic Hall, Lee Street, Uppermill, OL3 6AE

Or via email to Karen@saddleworthparishcouncil.org.uk

Visits are welcomed by appointment, please telephone 01457 876665.