



WOLVERHAMPTON
GRAMMAR SCHOOL

ESTATES TEAM ASSISTANT

Competitive salary plus on call allowance.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512 and as a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join a nationally recognised, forward thinking School.



Are you looking for your next challenge? An opportunity has arisen for an Estates Team Assistant to join our team of permanent and supply staff. If you would like to be part of a thriving Estates Department and a member of an inclusive and diverse school community, then we would like to hear from you.

As the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

Full details and an application pack can be downloaded from www.wgs.org.uk, or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: cec@wgs-sch.net





INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a "good, moral education" for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors' Company where our founder was twice elected Master.

Over 500 years later, Jenyns' school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School's rich history. The large school hall, affectionately known as "Big School" by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award-winning and the leading independent school in the city, we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



Outstanding Educational Partnerships

83%

Grade 9-6 (A*-B equivalent) awarded at GCSE



74%

A* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: cec@wgs-sch.net

JOB DESCRIPTION: ESTATES TEAM ASSISTANT

Summary of the role:

To be responsible for the maintenance and security of School premises and equipment, ensuring a safe environment, and to enable the smooth and efficient operation of the School and any associated operations.

Contract/Hours of Work:

As per contract.

Pay Grade:

Dependent on experience

Line Manager:

Estates Manager

Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Site Security and Maintenance

- Acting as key holder as directed by the Estates Manager or Senior Estates Supervisor.
- Opening and closing the School, including school gate/and arranging access to the site for external hirers, contractors and other persons at all reasonable times as agreed by the Estates Manager and the Finance Director.
- Acting as steward for school events.
- Intercepting intruders/ trespassers and setting, testing and operating the fire and intruder alarms on a regular basis.
- Providing 'On Call' support as and when required on a rota basis (call out is defined as being able to attend site within 30 minutes of call. Monday to Friday, between 8.00am-8.00pm and all-day Saturday to Sunday).
- Directing workmen and contractors to the site or repair and maintenance work and verifying that contractors have attended to and completed the tasks for which they have been hired.
- Carrying out the movement of furniture and equipment within the site. Assisting with the checking and distribution of items delivered to the site as required.
- Undertaking any necessary action as directed by the Estates Manager in the event of bad weather or emergency e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, removal of graffiti etc.
- Responsibility when on duty for the operation of systems required for the smooth running of the School, including lighting and heating equipment and changing light bulbs and fluorescent tubes.

Repair and Maintenance

- Carrying out minor repairs, maintenance and redecoration in the School, including basic plumbing, carpentry and plaster repairs as directed by the Estates Manager and or the Senior Estates Supervisor (subject to the School Maintenance & Site Assistant abilities and training).
- Detecting and reporting any building defects to the Senior Estates Supervisor and Helpdesk, and in the Estates Manager/Senior Estates Supervisor's absence, arranging emergency repairs to buildings, furniture and equipment.
- Carrying out any major DIY tasks within the school buildings other than work on electrical maintenance.
- Reviewing helpdesk requests and actioning them as needed in the absence of the Senior Estates Supervisor.
- Completion of all relevant routine health and safety - Planned Preventative Maintenance (PPM), checks are carried out and recorded. Checks will include legionella, asbestos and fall arrest, as directed by the Senior Estates Supervisor and Estates Manager.

Fire Safety

- To be responsible for the daily maintenance of all fire safety equipment in the School, following any additional guidance given by the annual fire risk assessment audit
- To test and record weekly checks of the fire safety system
- To report any defects immediately

Minibuses and Other School vehicles (Additional responsibility if required, reviewed by the Estates Manager)

- To drive the School minibus and or van as and when required for School purposes including the daily school runs.
- To maintain the School vehicles performing daily and weekly checks and fuelling as and when required.

JOB DESCRIPTION: ESTATES TEAM ASSISTANT

General Duties:

- Undertake first aider training and first aid duties as appropriate.
- To participate in the school's staff appraisal system as appropriate.
- To take responsibility for promoting and safeguarding the welfare of children and young people.
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management.
- To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleagues.
- To adhere to all school policies and procedures.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: ESTATES TEAM ASSISTANT

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received: <ul style="list-style-type: none"> • Good general level of education. 	The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received : <ul style="list-style-type: none"> • Relevant Vocational qualification. • To possess a full and valid driving licence (or must be willing to take their driving test within 12 months). • To possess D1 entitlement on licence (training can be provided if necessary). 	<ul style="list-style-type: none"> • Production of the Applicant's certificates. • Discussion at interview. • Independent verification of qualifications.
Experience	The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role: <ul style="list-style-type: none"> • Manual labour, i.e. lifting etc. 	The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role: <ul style="list-style-type: none"> • Working in school/college. • Security/supervision of young people. 	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Skills	The skills required by the Applicant to perform effectively in the role: <ul style="list-style-type: none"> • DIY/practical repair skills. • Keyboard/computer skills. • Inventory and stock control. 	The skills that would enable the Applicant to perform effectively in the role:	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Knowledge	The knowledge required by the Applicant to perform effectively in the role:	The knowledge that would enable the Applicant to perform effectively in the role:	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Personal competencies and qualities	The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people: <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Diplomacy and tact. • Commitment to high standards of service. • Understanding of the physical demands, when carrying out lifting and handling. • Work well within a team, and can motivate others. • Work on own initiative. 	The knowledge that would assist the Applicant to perform effectively in the role:	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.