



West Kirby Grammar School

Site Manager

September 2024

SCP 27 – Full-Time

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Site Manager

September 2024



Site Manager

Full time - Band H - SCP 25 - 28. Permanent. (Actual salary £33,945)

This is an exciting opportunity for an experienced Site Manager to join our team and lead the management and maintenance of our school buildings and grounds. As the Site Manager, you will be responsible for ensuring that the school premises are safe, secure, clean, and well-maintained, enabling the school to provide a high-quality learning environment.

Key responsibilities include:

- Improvement, maintenance, and cleanliness of the buildings and grounds
- Ensuring the availability of buildings and facilities for school and other users
- Managing health, safety, and security policies, including safeguarding
- Overseeing first-line repairs and maintenance
- Working with contractors and monitoring their performance
- Managing the site and cleaning teams

How to Apply

Further information and an application form are available to download on the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and letter addressing the content of the person specification, which should be no longer than two sides of A4, should be submitted to office@wkgs.net for the attention of Mr. S. Clarke, Headteacher.

Closing date: Wednesday 17 July at 9am

Anticipated Interviews: Thursday 18 July

Job Description

Site Manager

September 2024



Job Title: Site Manager

Reporting to: Headteacher

Grade: Band H (SCP 25 – 28)

Salary: £33,945 actual

Hours: Full-time (10am – 6pm)

Principal Responsibilities:

- Ensure the efficient operation of the school in accordance with policies, particularly relating to Health and Safety
- Ensure buildings, heating, lighting, furniture, and cleanliness are prepared and maintained to agreed standards
- Serve as the main key holder for the school, ensuring buildings and the site are secure and alarmed
- Conduct daily site inspections and maintain accurate documentation
- Manage the site and cleaning teams, including coordinating with contractors

Security of Premises:

- Unlock gates and doors, deactivate alarms at the start of the day
- Lock windows, doors, gates, and activate alarms at the end of the day
- Report security breaches

Buildings and Grounds:

- Monitor and assess contractor work quality, report anomalies to Headteacher
- Discuss and identify required building and decorating work with the Headteacher
- Obtain quotes for relevant work and report back to Headteacher
- Maintain a safe, clean, and litter-free environment, including grounds maintenance and gritting/salting as needed
- Promote the efficient use of gas, electricity and water, looking for opportunities to reduce the use of these resources where possible.

Job Description (Cont.)

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Repairs and Maintenance:

- Identify and complete necessary repairs and maintenance, including minor plumbing, carpentry, plastering, painting, and decorating
- Inspect site and grounds, document findings, and report to Headteacher
- Liaise with contractors and ensure compliance with Health and Safety standards
- Monitor and assess contractors' work quality

Cleaning:

- Manage the cleaning team and purchase of materials/equipment
- Ensure cleaning materials are stored appropriately

Health and Safety:

- Conduct risk assessments and inspections, and maintain records
- Attend relevant Health and Safety training, test fire alarms, and conduct fire evacuations termly
- Liaise with site users regarding fire drills

Other General Duties:

- Receive and transport light goods/materials
- Set up and clear furniture for events
- Perform general portering duties
- Remove internal rubbish and large amounts of paper
- Carry out other duties as assigned by the Headteacher
- Attend relevant training (e.g., safeguarding)

Safeguarding:

- Follow the school's safeguarding policy and procedures
- Attend relevant safeguarding training
- Record and report concerns using MyConcern and other school procedures
- Ensure the safety of all pupils in the school environment
- Work with the HR Lead and PA to the Headteacher to verify contractors' enhanced DBS checks, update the SCR, and accompany those without check.

Person Specification

Site Manager

September 2024



Job Title: Site Manager

Reporting to: Headteacher

Grade: Band H (SCP 25 – 28)

This person specification relates to the requirements of the post as determined by the job description. Shortlisting is based on how well you meet the requirements.

Essential:

- Experience of delivering facilities management in an operational environment
- Good knowledge and understanding of buildings, maintenance, health, safety, security, and safeguarding issues relevant to legislation affecting schools
- Demonstrated experience of site/facilities maintenance and management
- Ability to carry out first-line repairs and maintenance, including plumbing, redecoration, and woodwork
- Experience working with contractors and monitoring their performance
- Management of school grounds and liaison with grounds contractors
- Line management experience, including managing site and cleaning teams
- Evidence of up-to-date Health and Safety training
- Knowledge of relevant H&S policies/legislation, including risk assessments, COSHH, and manual handling
- Ability to manage own work effectively, meet deadlines, and work outside of school hours as needed
- Full driving license
- Willingness to participate in development and training opportunities
- A flexible approach to working hours in order to support whole school activities.

Desirable:

- Experience taking responsibility for the security of a building
- Relevant trade qualification (e.g., electrical, plumbing, construction)
- Experience working in a school/education setting
- Computer literate with good ICT skills
- Basic administrative skills
- Knowledge of heating and boiler systems
- Knowledge of security systems
- NVQ2 in caretaking or equivalent discipline (e.g., plumbing, construction, facilities management)
- IOSH Working Safely qualification
- Minibus driving experience
- First Aid qualification



West Kirby Grammar School is a vibrant and thriving girls' grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services offered by Education Mutual
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Access for all staff to Positive Psychology Coach
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



West Kirby
Grammar School



office@wkgs.net



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0151 632 3449