

Assistant Site Manager

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Salary: NJC Grade 5 - £31,015 - £34,811

Working Hours – 8.00am – 4.00pm (3.30pm on Friday) – Monday to Friday – 37 hours per week

Required: December 2026

An exciting opportunity has arisen to join one of the country's leading grammar schools and offers staff the opportunity to work with able and well-motivated students.

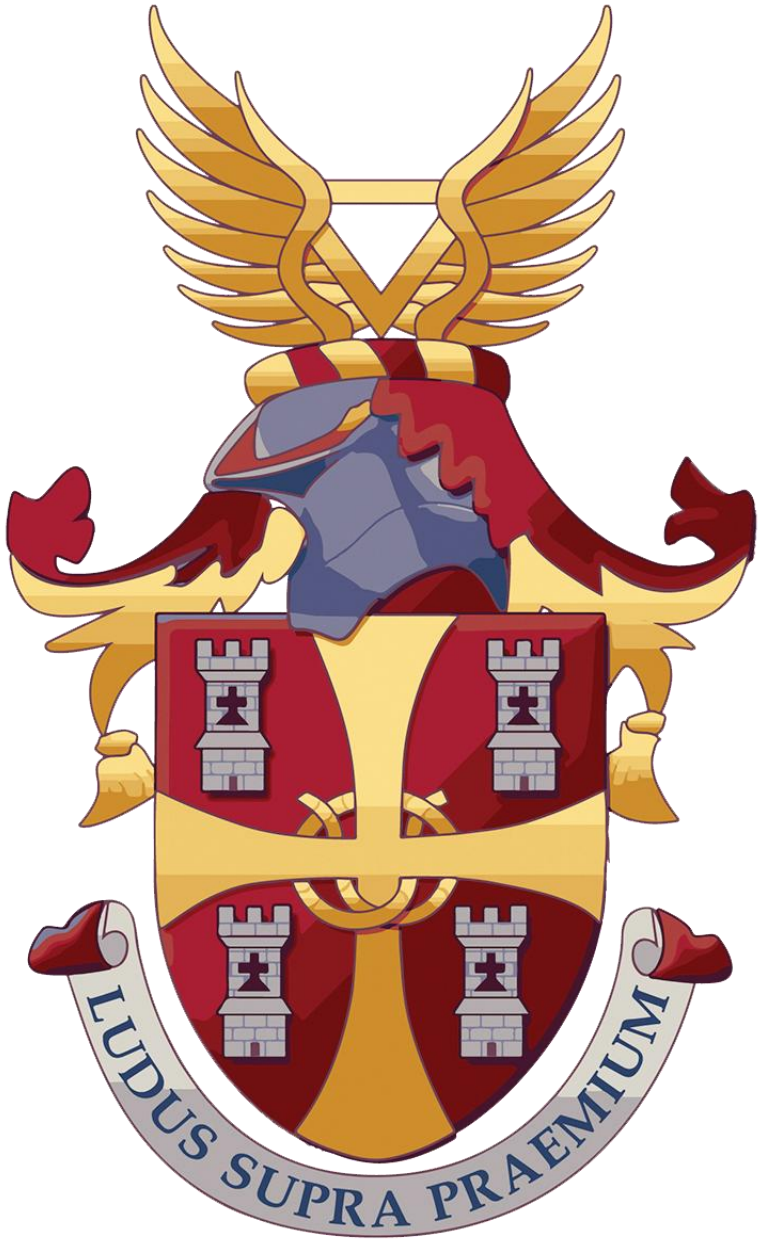
We are seeking an Assistant Site Manager to work under the direction of the Facilities Manager to lead on the day to day management of the site.

In return, we offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at recruitment@wghs.org.uk.

Closing date for applications: 9.00am on 20 November 2026

Interview date: 24 November 2026





Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving five successive "Outstanding" inspections. In the most recent inspection in November 2023, we were graded Outstanding in every category.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

Mrs Trudi Young
Headteacher









Ludus Supra Praemium

"the game before the prize"

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!





Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive ‘Outstanding’ inspections.

Our school motto: Ludus Supra Praemium, emphasises the value of taking part as a member of the school community. We encourage developing skills for life long success, developing happy, confident and resilient young women.







Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (164) and 7 Service Children. 20 students are eligible for the 16-19 Bursary and we have 1 Looked After Child.

We have 51 students with SEND needs.

The proportion of students from ethnic minority groups is 82% with Indian students making up 38% and 35% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



Our Staff

We have 134 staff; 86 teachers of whom 28 are part-time; and 48 support staff. There are 15 Curriculum Leaders, 2 Directors and 4 House Leaders. The Extended Leadership Team is comprised of the Headteacher, 1 Deputy Headteacher, 6 Assistant Headteachers, 1 Associate Senior Leader and 3 Senior Support Staff.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive annual Performance Development meetings with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.

Job Description – Assistant Site Manager

Reporting to: Facilities Manager

Pay Scale: NJC Grade 5

PURPOSE AND RESPONSIBILITIES

To lead on the day-to-day management of the site, undertaking maintenance work, allocating tasks to the Caretaker and assisting the Facilities Manager. In all matters relating to the site ensure that the service meets the needs of its users: students, teachers, support staff, parents and the community.

PREMISES MANAGEMENT - PLANNING

To maintain the school site and the buildings, ensuring the efficient operation of all facilities on the property, including cleaning, repairs, lighting, heating, power, domestic hot water, cooking ventilation, water softening, energy conservation, etc.
To contribute to the preparation and implementation of appropriate maintenance schedules.
To monitor the upkeep of the school buildings.

PREMISES – DAY TO DAY MANAGEMENT

To identify areas in need of repair and maintenance work
To liaise with external contractors undertaking work in school.

PREMISES – MAINTENANCE

To undertake routine repairs to all parts of the school building including carpentry, painting and minor internal refurbishments.
To ensure that the buildings and school site are secure, particularly out of school hours and to attend rapid response call-outs as required.
To undertake basic maintenance of heating, lighting, plumbing and security systems to ensure they operate safely and efficiently.

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PREMISES – PROVISION OF FACILITIES

To arrange facilities for hirers as specified.
To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

PERSONNEL MANAGEMENT

To line manage and provide leadership and guidance for the Caretaker. To be responsible for their performance management, professional development, and training.

HEALTH AND SAFETY

To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
To report serious hazards to the Facilities Manager immediately.
To respond to health and safety concerns
To provide safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergency.
To carry out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage.
To monitor the Health and Safety log and take follow up action where necessary
To know the elements of fire safety and the associated risks to the school through the process of risk assessment.
To contribute to the development of a disaster recovery plan for the school.
To deal with all matters associated with access and egress, and the monitoring of work by contractors on site. Particularly ensure that all contractors' working areas are maintained in a safe manner to avoid danger to students and staff.
To carry out the weekly testing of the school fire alarm system. Ensure all fire exits and accessible escape routes are free from obstruction both inside and outside buildings.
Ensure fire extinguishers, hoses reels and risers are properly maintained, checked and kept in designated locations.
Carry out regular checks and procedures to ensure that the school's water system remain free of the Legionella Bacillus.
Carry out PAT testing
Report any major incidents/issues of concern to the Assistant Headteacher and Headteacher.

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GROUNDS

To contribute to the monitoring the maintenance of grounds against the contractual specifications.
To contribute to ensuring the grass and borders around the school are kept in a neat and orderly fashion.
To brush the tennis and netball courts.
To mark the car-parking spaces as necessary
To keep the pathways and drives clean and clear.
Keep drains and gulleys free-flowing. Unblock if necessary.
Clear snow and ice and spread salt on paths during inclement weather.
Dispose of unwanted materials, furniture and equipment as necessary.

CONTRACT LIAISON

To obtain quotations for work to be undertaken, ensuring value for money.
To liaise and book contractors to carry out that work, in consultation with the Facilities Manager.
Arrange access for contractors to undertake building repair and maintenance work. Ensure all works and maintenance requirements are carried out in the most cost effective method with regard to the school's budget.
Ensure standards are maintained for the cleanliness of the site. All site staff should be aware of what are acceptable standards and their own role in ensuring these standards are achieved.
Carry out formal inspections of the premises to include the monitoring of energy and water consumption and as appropriate introduce measures to improve conservation. Arrange access for service staff e.g. meter reading.

PORTERAGE

Distribute goods and equipment to locations around the school when deliveries have been received and checked.
To collect and deliver items to and from local venues.
Movement of furniture, materials and equipment around the site.

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SECURITY

Morning: Unlocking all necessary gates and doors, check for intrusion in the building. De-activate intruder alarms where necessary.
Evening: Check all windows are locked, lights switched off, re-activate intruder alarms, lock all necessary doors and gates.
Open and close the premises to meet the requirements of the school day and of lettings.
Monitor access to the premises of outside users ensuring that the highest possible level of security remains in place at all times. Prevent trespass including challenging validity of unknown persons and where necessary contact the police to assist.
Report breaches of security/procedure to the Headteacher, Deputy Headteacher and/or School Business Manager and where necessary report cases of illegal entry to the police.
Ensure valuable items of equipment left unsecured during weekends, school holidays, etc. are placed in a secure room.
Check and report on condition of burglar alarm systems.
Attend to night call-out in emergency.
Oversee the school's surveillance and access systems.

CLEANING

To ensure that at all times the students and staff have a clean, safe and hygienic environment in which to work.
Ensure graffiti, spillage, body fluids etc. are removed promptly.
Ensure that toilet paper, soap, paper towels are replenished as appropriate.
Ensure litter is removed from all parts of the school's premises.
To maintain stocks of cleaning materials and other associated consumables.

HEATING AND LIGHTING

Ensure adequate supplies of hot water and acceptable temperatures are maintained.
Vent radiators when required.
Clean and ensure boiler house is kept free of combustible materials.
Carry out Frost Precaution procedures.
Regularly inspect insulation of pipes.
Ensure lights are in good working order cleaning and carrying out light bulb, tube and light cover replacement where necessary.

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OTHER SPECIFIC DUTIES

- This list is not exhaustive, and you will be expected to undertake appropriate tasks and any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.
- The above position requires the ability to use modern technology. The School uses the Arbor system.
- The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.
- The Associate Staff Team members have a key function of providing the interface between the School, the public and the parents.
- A high priority is to be given to standard of presentation of all written communications, booklets and information sheets.
- Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.
- Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.

Person Specification – Assistant Site Manager
Reporting to: Facilities Manager

AREA	ESSENTIAL	DESIRABLE
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE	Basic general education. Excellent skills in building repairs and maintenance. Excellent DIY skills. Experience of buildings maintenance work Experience/background in general building, plumbing, electrical, carpentry and understanding of heating systems. Able to regularly handle and carry heavy items. Able to understand and apply regulations such and Health and Safety; Manual Handling Regulations. Reliability essential, e.g. security of the school site.	Recognised training/qualifications associated with caretaking/DIY activities. Use of small industrial electrical/mechanical equipment. Experience of working in a school environment. Experience and understanding of working within a budget and finding cost effective solutions Working knowledge of Health & Safety Regulations relative to work area e.g. Risk Assessment, COSHH
INTERPERSONAL SKILLS	**The Assistant Site Manager should be able to:** Effectively liaise with contractors as appropriate. Be approachable and adaptable with the ability to analyse tasks and how they may best be achieved. Relate in a firm but friendly way with a wide range of personalities. Organise and prioritise a range of regular and irregular tasks. Able to show initiative and work proactively to ensure the smooth running of the site. Seek advice and support when necessary.	
PERSONAL QUALITIES	Consistent in approach. Quick thinking, flexible and willing to adapt to changing circumstances. Resilience, enthusiasm, energy and vigour. Honesty, reliability, integrity and commitment to the success of the school. Willing to be flexible with regard to working hours (7.5 hours per day to be worked within the core time of between 7.00am and 9.00pm depending on the needs of the service.	

Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time

wellhub

Gym Pass scheme available to all staff



Opportunities for career development



Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time

Paycare

Paycare health and wellbeing plan (including counselling service) available to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing.



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post

2. The experience you believe to have prepared you for the post

3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to **recruitment@wghs.org.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 post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.

LUDUS SUPRA PRAEMIUM