

Queen Elizabeth Grammar School

Ullswater Road, Penrith, CA11 7EG

Tel: 01768 864621 Website: www.qegs.cumbria.sch.uk



Applicant Information Pack

Assistant Site Manager

Band 3 – Points 5-6

(£21,575 - £21,968)





Welcome to Queen Elizabeth Grammar School, Penrith

Founded in 1564 by Royal Charter, our school has been helping young people to secure outstanding academic results and providing a well-rounded experience for over 450 years. The school encourages students to take responsibility for their learning from the moment they join, ensuring they are well prepared for the challenges they face on their journey at QEGS. We are a growing school with 1040 students currently on roll, but remain sufficiently small to recognise individual talents and ensure everyone is challenged and supported to reach their goals.

As a selective Grammar school, we have a long standing tradition of supporting students to be highly successful in their academic studies and rightly hold a place as a Beacon of Excellence across Cumbria. Our uniqueness comes in the equal emphasis we place on sports and the arts, ensuring all students have the opportunity to be true to themselves and develop their talents whatever they may be. We see it as vital that our students have a wide range of experiences and that they are prepared for their next step when they leave QEGS. This is why we have such a strong focus on enabling students to become independent, autonomous learners able to take what they are taught in the classroom beyond the curriculum, through their own wider research; creating links and developing their own understanding. Being part of the QEGS family means students are prepared for the world beyond school whether that be University, Higher Level Apprenticeship or employment – they leave us with the skills to be successful, able to stand out from their peers and enabled to make a difference to the world around them.

This culture of success is embedded across all aspects of the school and our values mean we put as much emphasis on developing our staff to ensure they have the skills to support our students for this ever changing world. As part of our team you will be supported in your own CPD goals to ensure you are prepared for your next stage in your career, whether this be through internal CPD, school visits or external training such as NPQs. As a school, we never stand still and are always looking for that magic ingredient that will enable our school community to excel in everything they apply themselves to.

At our heart, our vision to enable students to Aim High, Think Beyond and Strive Together to prepare them for their next step, whatever this may be. We know that this is a collaborative process and one which is centred around having the most dynamic and highly qualified staff to be able to unleash this potential in our community and I look forward to welcoming you to our school.

David Marchant

Headteacher

Queen Elizabeth Grammar School is committed to the safeguarding of all students and as part of the recruitment process we conduct enhanced checks into applicant's background.

About Us

Aiming High, Thinking Beyond, Striving Together

Aiming High

Students are encouraged to be independent, inquisitive learners and to explore ideas beyond and across their subject areas. A highly relevant, varied and challenging academic curriculum has been designed to meet the needs of our academically able student population. We passionately believe that the world our students will enter when they leave school will require them to be flexible and use their skills and expertise from a range of disciplines in order to be successful in their chosen career path.

Thinking Beyond

We encourage students to be open-minded and engage critically with the world around them; educating them about both the opportunities and dangers that lie ahead of them. Students are offered a vast array of opportunities outside of the classroom; both curriculum linked and super-curricular. The opportunity to experience new places and cultures is an essential part of life at QEGS.

Striving Together

Since QEGS was founded in 1564, the school has always sought to be active in the community it so proudly serves. QEGS is also a community in itself, founded on mutual respect and personal responsibility. The student population work collaboratively alongside staff, to support each other and ensure each individual is able to be as successful as possible. Success is widely celebrated at QEGS whether it be academic, sporting, creative, cultural, personal or collective.

Curriculum

A highly relevant, varied and challenging academic curriculum is the foundation for learning at Queen Elizabeth Grammar School, Penrith. As such, whilst there is a strong emphasis from Year 7 in the core subjects, students are offered a range of subjects from all areas, with opportunities to study an ever-widening range of additional courses at GCSE and A-Level.

More broadly, through our tutoring programme, we encourage students to be open-minded and engage with the world around them; educating them about both the opportunities and dangers that lie ahead of them.

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Curriculum Organisation Overview

We are committed to providing a curriculum that responds to the needs of every student whilst ensuring access to a broad and balanced educational experience. For the majority of our students, this means learning with us from the ages 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning during any key stage as being to prepare students for the next one.



Key Stage 3 (Year 7-9)

In KS3 our students have a broad and balanced curriculum which develops a wide range of skills and knowledge. Students will cover the full range of core and foundation subjects outlined in the National Curriculum, including two languages (French and German). Science is taught in an integrated way across Year 7 and Year 8 before becoming three separate disciplines in Year 9.

Key Stage 4 (Year 10-11)

At Key Stage 4, students are able to choose from a wide range of GCSE option subjects. All students study Maths, English Language, English Literature, RE, PE, Biology, Chemistry and Physics. They then choose their option choices with advice and guidance on an individual level. The majority of students take 11 GCSEs. All students also have lessons in personal development as part of their KS4 programme. This covers careers education, emergency aid, enterprise, health education, sex and relationship education, drugs education and study skills. Students in Year 10 have the opportunity of a week of work experience in the summer term.



Key Stage 5 (Year 12-13)

We offer a wide range of A-Level courses. All students in the 6th form attend on a full time basis and most study three A levels with the option of the EPQ and a wide electives programme.

At both KS4 and KS5, QEGS performs above the national average in terms of performance measures.

A wide range of enrichment opportunities and trips are available to students across all key stages and all Year 12 students do a work experience placement.

Estates Department

Our Estates team is made up of two full time members of staff - our site manager and assistant site manager, supported by two part time members of staff. You will be joining a close-knit team who ensure the Health and Safety of the site and ensure the school buildings and grounds are fit for purpose and well maintained. The site team undertake a lot of improvement works themselves, using local tradesmen and labour to support in bigger projects and working with local contractors who supply services to school. Building and maintaining strong relationships with these partners is as essential part of the role.

The site team have fixed hours but generally work quite flexibly to support the needs of the school in the same way the school always tries to be flexible to the needs of employees. The team is overseen by our School Business Manager but we all work as a team at QEGS to solve problems and find the solution which is the best value for money.

A Career at QEGS

In the competitive world of educational recruitment, it is important for teaching staff and support staff alike to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working at QEGS is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic, and our supportive culture provides what many people describe as a 'family feel' within our school.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working at QEGS some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Zambia, Germany, winter sports etc.
- A policy of promoting from within (where possible).

Application Process

The closing date for applications is **9.00 am 21st April 2023**, with interviews expected to take place on **28th April 2023**.

Please complete the application form which is available on the school website <https://qegs.website/>

Please submit your application via email to Becky Kennedy at secretary@qegs.cumbria.sch.uk.

Applicants are invited to contact the school to discuss the role informally with David Marchant, Headteacher, or to arrange a visit to our school prior to application. Please contact Becky Kennedy on 01768 864621 to arrange this.

Please note we will assess applications as they arrive and reserve the right to close the application process early.

Shortlisting and Interview Process

Shortlisting will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place successful candidates will then be invited to interview and references will be contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- DBS Acceptable ID
- All relevant qualification certificates

Queen Elizabeth Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All

applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Job Description

Job Title	Assistant Site Manager
Salary	Band 3 - Points 5-6 £21,575 - £21,968
Hours of work	Full Time

Overall Job Purpose:

To provide support to the site manager.

Main duties:

Caretaking / Cleaning Duties

Support the Site Manager with Caretaking and Cleaning duties, including:

- Ensuring the satisfactory heating of the premises and the economical use of fuel.
- Taking regular gas/electricity/water meter readings.
- General porter duties including promptly taking deliveries from reception to appropriate department; laying out, clearing and stacking furniture.
- Clearing pathways and steps and treatment with salt/grit during periods of ice and snow.
- Cleaning specific areas: clearing leaves, clearing drains and gullies, collecting litter, emptying litter bins, etc.

Maintenance

Support the Site Manager with Maintenance tasks, including:

- Building maintenance tasks as required including re-glazing broken windows, minor repairs, minor painting and decoration, replacing light tubes, etc.
- Making arrangements for emergency maintenance outside office hours.
- Supervising the work of contractors on site.
- Inspection of buildings looking for early warning signs of problems and reporting defects and other maintenance requirements to the School Site Manager.

Lettings

- To set out equipment required by users and clear away after each session.
- To ensure that the users of the Sports Hall, Gymnasium and Other Facilities all sign in and out, and that they adhere to their allocated time.
- To report any damage or other incidents to the Head of Finance & Facilities.
- To liaise with the School Site Manager and the School Business manager on a weekly basis to discuss lettings, requests for additional equipment etc.
- To sweep and clean the sports hall to a high standard
- To sweep and clean the sports pavilion to a high standard
- To clear up any litter outside the Sports Hall and sweep the area when required
- To liaise with the 3rd Party Cleaning Supervisor and Site Manager on a regular basis.

Security / Safety

- To be a key holder and to be responsible for opening and locking up the Sports Hall, including setting the alarm system.
- To be aware of security procedures (training will be provided).
- To check the foyer area and other doors regularly to ensure that unauthorized personnel do not enter the building.
- To be aware of the Fire Alarm and Health & Safety procedures (training will be provided).

- To work in a safe manner for both yourself and other Sports Hall users.

Other areas of responsibility

- To carry out any other reasonable requests from the School Leadership Team.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To participate in training as required.
- To contribute to the overall ethos, aims and work of the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Area	Essential	Desirable
Qualifications and training		<ul style="list-style-type: none"> • Equivalent of at least 5 GCSEs at A*-C.
Experience	<ul style="list-style-type: none"> • Be willing to read up on the school's Health & Safety guidelines. 	<ul style="list-style-type: none"> • Experience of working in a community environment. • Experience in managing and organising resources.
Knowledge and skills	<ul style="list-style-type: none"> • Strong DIY skills e.g. joinery, painting and decorating, basic plumbing. • Strong planning and organisational skills. • The ability to work on own initiative and be self-motivate. • Ability to prioritise and organise tasks. • Good numerical and analytical skills. • Strong communication and relationship skills. • Be willing to carry out general cleaning duties. 	<ul style="list-style-type: none"> • Able to work alone without supervision. • The ability to actively problem solve and implement effective solutions. • Capability to move sports equipment.
Personal Attributes	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff. • Commitment to promoting the ethos and values of the school. • Commitment to safeguarding pupil wellbeing and equality. • Enthusiastic about making a difference to children and young people. • Have a pride in keeping the environment clean and tidy. • Have patience and a sense of humour. • Interest in minor maintenance tasks. 	