

# Dover Grammar School for Girls

## Applicant Information



### Assistant Site Manager

Required: February 2021

KR 5 (£19,335 - £20,483)



"Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards combined with a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education"

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students so the interview will include questions relating to child protection.

Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

a: Frith Road, Dover, Kent CT16 2PZ

t: 01304 206625

e: [enquiries@dggs.kent.sch.uk](mailto:enquiries@dggs.kent.sch.uk)

w: <http://dggs.kent.sch.uk/>

 [dggs\\_info](#)



# Dover Grammar School for Girls

## Assistant Site Manager



Dear Applicant

Thank you for your interest in the post of Assistant Site Manager. This role is designed to enhance the upkeep of our buildings and grounds. A full job and person specification is attached to this introduction.

We all currently find ourselves in a very unusual time which is not ideal when recruiting to such a crucial role in the school and I also appreciate that this may not be easy for applicants. Therefore, it is important that I try to give you a feel for the school. I will provide a brief summary of the school below, to give you a virtual window into our DGGs community. I also wish to direct you to our school website, [www.dggs.kent.sch.uk](http://www.dggs.kent.sch.uk), where we have several videos and information that may help to familiarise you with our expectations, standards and ethos.

Dover Grammar School for Girls is an inclusive, selective school with over 100 years' experience of providing education for our local community. We are highly respected within the local community and are committed to providing top quality teaching and learning in an inclusive and high performing learning environment. We have been oversubscribed for many years and remain a popular choice with parents and students alike.

It is a happy and cohesive community and our students are proud of their school and their town. The site is a compact but varied in character and will provide a variety of opportunities for the successful candidate to demonstrate their skills.

This is a key role that will allow the successful applicant to make their mark through ensuring that the buildings and grounds are maintained to the high standards that our students and staff deserve.

If you think this is the sort of challenge which appeals and you wish to work in a thriving and successful school then I look forward to receiving your application.

Please complete the KCC application form for support / non teaching staff, which can be downloaded from our website and submit not later than midday on Sunday 31<sup>ST</sup> January 2021. Interviews will take place Friday, 5<sup>th</sup> February 2021

Yours sincerely

Mr RCF Benson  
Headteacher

# Dover Grammar School for Girls

## Assistant Site Manager

### Person Specification



<b>Job Title:</b>	Assistant Site Manager
<b>Reports to:</b>	Site Manager
<b>Hours:</b>	Full Time - 37 hours per week (year round) on a shift pattern
<b>Current Grade:</b>	KR5 (£19,335 - £20,483)

#### Purpose of Job

To assist in the efficient and smooth running of the school facilities with consideration to the wellbeing of staff and students.

To take a responsibility and have a pride in the appearance of the school and grounds and maintain the security of the premises.

To carry out maintenance, report on maintenance and repairs undertaken, carrying out risk assessments and report on any remedial works identified and help arrange minor repairs or replacement.

#### Principal Accountabilities

- Presentation of site. Maintain an excellent appearance of site and buildings by keeping areas free from litter, emptying the hall and external bins, sweeping leaves, mowing grass, plant and border maintenance and reporting any general wear and tear to the Site Manager
- Follow a regular preventive maintenance programme to help keep the property looking in a good clean and safe condition
- Taking responsibility for day-to-day maintenance of buildings with respect to minor repairs, DIY tasks, liaising with outside contractors to ensure timely repairs and upgrades are completed
- Involvement in minor works during term, but principally during the holiday periods. This might include decorating, basic carpentry and other maintenance in line with the job holder's skills and Health and Safety guidance
- Help maintain and keep up to date records with regard to testing of equipment that include lifts, emergency lighting, fire alarm testing, water hygiene monitoring and the annual servicing of garden equipment, including lawn mowers and strimmers. Know the position and location of service meters, stop taps, time clocks etc.
- Encourage recycling of paper, card, plastics, glass and compost wherever possible and the reduction of waste by means of an environmental audit
- Monitor through the keeping of records, the consumption of gas, electricity and water. Be proactive in energy conservation. Ensure all time clocks operate at the correct timings
- Liaise and be a point of contact with contractors when deputising for the Site Manager e.g. recording attendance for contractors on regular inspection/service visits. Ensure work is being carried out satisfactorily and at the correct times with minimum disruption to the school

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## Assistant Site Manager

### Person Specification



- Note and report on matters that may affect the health and safety of persons onsite. Devise and suggest ways of improving and enhancing the premises and grounds to ensure continual improvement to the school
- Have an ability to deal with everyday problems and to identify which problems should be referred to the Site Manager. Be able to prioritise tasks in order of importance
- Deputise for the Site Manager in the event of absence
- Emergency Procedures: To be on the emergency call out rota. To report any concerns regarding a health and safety or security risk to the Site Manager immediately and in their absence report to the School Business Manager
- Security: locking / unlocking the school, arming / disarming the alarm system according to shift pattern. Preparing for evening functions, meetings and on occasion when premises are hired out (this may involve unsocial hours)
- Manual handling tasks: set up and dismantle the hall for assemblies, breaks, lunch and functions. Provide portage service for deliveries, stationery requests and furniture removal, ensuring supplies are correctly handled and delivered.

#### Principal Tasks

- General painting and decorating to set standards,
- Basic groundwork and drains clearing,
- Pointing and brickwork repairs
- Removal of vegetation on the building's fabric
- Basic carpentry and plumbing tasks
- General labouring
- UPVC cleaning (windows, gutters, fascia and soffits etc.)
- Washing down buildings and pathways where deemed necessary

#### Essential experience and qualities

- Basic trade skills to enhance the facilities and affect running repairs
- Willingness to work flexible hours
- Excellent communication and presentation skills
- Good level skills in organisation and the ability to prioritise
- Ability to set and keep to deadlines
- A clean driving licence
- Good gardening skills
- Health & safety trained (further training will also be provided)
- Have a cheerful, positive, 'can do' approach to work

#### Desirable experience and qualities

- Ability to work in a variety of team roles and using initiative
- Willingness to be trained to drive the school minibus
- Willingness and ability to learn
- First Aid trained (applicants would be expected to be trained at the school's expense for this if not in possession of this qualification)

*This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Headteacher and the job description itself may be revised from time to time (after discussion with the Headteacher) as the needs of the school change.*