



West Kirby Grammar School

Lettings & Site Officer

March 2024

NJC Point 5 – Permanent – 15 hours per week

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Lettings & Site Officer

March 2024



Lettings & Site Officer

15 hours per week – NJC Point 5, Permanent. (Actual salary £9,792).

Working pattern – Tuesday & Wednesday (4 – 7pm), Thursday (2.30 – 6.30pm), Saturday (8.30am – 13.30pm)

We are seeking to appoint an enthusiastic and able Lettings and Site Officer who will work as part of the Site Team, overseeing site lettings and maintenance as directed, with immediate effect. Prior experience in a similar role is desirable but not essential.

West Kirby Grammar School is a very successful selective girls' school with boys admitted into the Sixth Form. There are more than 1200 students on roll including a Sixth Form of about 350. GCSE & A Level results are outstanding.

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449.

How to Apply

Complete the application form online and supply a letter, of no more than one side, explaining why you wish to join our Site Team and what skills and experience you can bring to the school.

Closing date: Friday 1 March at 9am

Interviews: Week beginning 4 March 2024

Job Description

Lettings & Site Officer

March 2024



Job title: Lettings & Site Officer

Reporting to: Estates Manager

Grade: NJC Point 5, Permanent – 15 hours per week

Salary: £9,792 actual

Hours: 15 hours per week. Working pattern – Tues & Wed (4 – 7pm) Thurs (2.30 – 6.30pm)
Sat (8.30 – 13.30pm)

Key Role/Function:

To contribute to the Site Team by overseeing the smooth running of lettings across the site.

To complete site maintenance tasks as directed by the Estates Manager.

Specific Duties:

Lettings Management

To retain keys for the facility and maintain the security of the premises and all equipment during lettings

Open the premises prior to scheduled bookings and secure the site at the end of the sessions

Ensure areas relevant to the letting are set up prior to the start of the session as requested and cleared away afterwards, reporting any issues or faults with equipment or facilities to the Estates Manager.

To maintain cleanliness of lettings areas (e.g. changing rooms/toilets) ensuring all areas are always left tidy and presentable

Manage your own time effectively to support all bookings at the agreed times

Ensure site access is given to authorised hirers only, challenging trespassers as necessary

Provide First Aid equipment in the event of an accident and complete First Aid training

Deliver excellent customer service

Resolve customer queries or complaints, escalating as appropriate

Site Maintenance

Lifting, moving and handling equipment as required

Carrying out maintenance on equipment as necessary

Contribute to the smooth running of the school by carrying out a range of site duties including portering and maintenance of buildings and grounds.

Any other tasks as directed by the Headteacher

Person Specification

Lettings & Site Officer

March 2024



Job title: Lettings & Site Officer

Reporting to: Estates Manager

Grade: NJC Point 5, Permanent – 15 hours per week – £9,792 actual

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential D: Desirable

1. Qualifications

Good general education (E)

Full, clean driving licence (E)

GCSE or Advanced Level qualifications (D)

First Aid qualifications (D)

2. Experience

Work in a school or similar environment (D)

Experience of working as part of a team (E)

Proven collaborative work as part of a team (D)

Experience in a similar role (D)

2. Knowledge

Good communication skills (E)

Good organisational skills (E)

Good ICT skills (E)

A thorough and meticulous approach (E)

Ability to prioritise, take initiative and be flexible (D)

3. Special Requirements

Ability to work as a team member (E)

Ability to maintain confidentiality (E)

Professional approach to conduct and attendance (E)

Enhanced DBS clearance and DBS checks (E)

Excellent references (E)

Relevant maintenance and lettings experience (D)



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.

- 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 self-referral Health & Wellbeing Support package
- 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



www.wkgs.org



0151 632 3449