

QUEEN ELIZABETH'S GRAMMAR, ALFORD
A Selective Academy Ltd



Relief Site Manager

£18,065 (point 3 NJC Scale) pro-rata

Thank you for your interest in this post. Ideally, the person appointed will:

- have good organisational skills
- be willing and able to carry out minor repairs and decoration
- relate well to all stakeholders eg pupils, staff, parents, contractors
- be flexible, reliable and trustworthy

Within this booklet are details of our academy and the job description. There is more information about the academy on our website, www.queenelizabeths.co.uk. In order to apply, please complete the enclosed application form and write a letter outlining why you think you would be an ideal candidate for the post.

Best wishes



Angie Francis
Headteacher

Brief Details of the School

Queen Elizabeth's is a Selective Academy, currently having 573 pupils (including 137 in the sixth form) on roll. We converted to Academy status in October 2010.

The school is a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high.

Academic results are high at Queen Elizabeth's and we are proud of our reputation as one of the top Grammar schools in Lincolnshire.

We aim to provide a broad, balanced, relevant and differentiated curriculum, with our Specialist status being Business and Enterprise.

Relief Site Manager Job Description

The relief site manager will provide an on-site service on an adhoc basis when the current Site Manager is away. Tasks include security of the premises and its contents both in and out of school hours, heating and lighting of the premises, supervision of cleaning, portering and minor maintenance repairs. They report directly to the Facilities Manager & Administrative Officer who has oversight of the whole school premises.

Hours of work

Term Time

Mondays to Thursdays	7.30 – 11.30	Lunch	2.15 – 6.00
Fridays	7.30 – 11.30	Lunch	2.00 – 6.00

School Holidays

Mondays to Thursdays	7.30 – 12.30	Lunch	1.45 – 4.30
Fridays	7.30 – 12.30	Lunch	1.30 – 4.30

Key tasks:

The duties and responsibilities of the relief site manager will include the following:

- To be responsible for the security of the premises and its contents including the operation of the alarm systems. This will include weekly testing of the alarm system. In the event of an alarm being activated outside school hours the site manager will be the first contact.
- To be responsible for the routine and non-routine (e.g. school events such as productions and Open Evening) opening and closing of the premises.
- To be responsible for the heating and lighting of the premises including necessary frost precautions and also ensuring that the site is as safe as possible during poor weather conditions. This will include snow clearing and salting as necessary.
- To supervise the work of cleaning staff and be responsible for their training. To order cleaning materials and ensure that all equipment/materials are maintained in a clean, safe and efficient working condition.
- To carry out minor repairs and report more serious problems to the Facilities Manager and Administrative Officer. To liaise with contractors when coming on and off site, and monitor their progress.
- To report to the Headteacher any trespass, theft or unauthorised parking of vehicles on the premises.
- To ensure the school site is well-kept and free of litter and leaves. This should involve a daily check of the site and a twice weekly check of the field perimeters. Also to check that all drains and gullies are free flowing and clean. Any concerns should be reported to the Facilities Manager and Administrative Officer.
- To deal with lettings, ensuring that the areas let are cleaned and made ready for school use the next day.
- To carry out regular inspections of pumps and boilers, and take regular meter readings.
- To monitor the getting out of putting away of chairs for morning assemblies in the hall.
- To supervise pupils during morning break in the Canteen.
- To organise (with the Administrative Officer handling the finances) the allocation of lockers, retrieval of keys at the end of the summer term, getting duplicate keys cut and supervise the cleaning of lockers during the summer term.

The postholder may be asked to do other duties within the general scope of the job, but any duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.

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