



**Mayfield Grammar School
Gravesend**

**Appointment of
Premises Assistant
KR5 Salary £20,595**

Closing date: 1.00 p.m. – Monday 4th July 2022



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.msgs.kent.sch.uk Email: enquiries@msgsg.kent.sch.uk

Premises Assistant

Salary Kent Range 5 £20,595

32.5 hours per week full time

3 shift pattern to be on a 3 week rotation

Shift 1: 6 am to 2 pm (1/2 hour break)

Shift 2: 8 am to 4 pm (1/2 hour break)

Shift 3: 11 am to 7pm on Mon to Thurs and 10.30 am to 6 pm on Friday (1/2 hour break)

We are seeking to appoint someone who can work as part of a professional team to assist in the running and maintenance of the school buildings and grounds.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website www.msgsg.kent.sch.uk

Applications made via Kent Teach and TES will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00 p.m. 4th July 2022**

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.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2022 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2020. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, a LRC Manager, Finance staff, an Assessment Officer, a Cover and Examinations Officer, Pastoral Support Managers, Learning Supervisor team as well as a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 320 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 we increased our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

JOB DESCRIPTION

Post Title	Premises Assistant
Responsible to:	Site Manager/Assistant Premises Manager
Hours:	32.5 hours per week full time 3 shift pattern to be on a 3 week rotation Shift 1: 6 am to 2 pm (1/2 hour break) Shift 2: 8 am to 4 pm (1/2 hour break) Shift 3: 11 am to 7pm on Mon to Thurs and 10.30 am to 6 pm on Friday (1/2 hour break)
Salary:	Salary £20,595 (Kent Range 5)

To assist in the running and maintenance of the school buildings and grounds. To also provide cover for the road crossing patrol in case of absences and illnesses.

Responsibilities:

- Ensure the buildings and site (both at the main site and the second site) are secure, including during out of school hours and taking remedial action if required in conjunction with the Site Manager/Assistant Premises Manager.
- Act as a key holder, providing out of hours and emergency access to the school sites as part of the team's Out of Hours rotation.
- Undertake general repairs to ensure the school sites are safe.
- Store and maintain school resources such as equipment.
- Keep school clean and tidy.
- Keep paths, entrances, and access points free of snow and ice to ensure safe passage.
- Undertake DIY type repairs (not needing a qualified craftsman) and maintenance of the buildings and site.
- Provide delivery services to ensure supplies are correctly handled and appropriately delivered across both school sites.
- Assist with regular maintenance and safety checks.
- Oversee with the onsite contractors checking any completed work to the required standards, liaising with the Site Manager/Assistant Premises Manager staff as appropriate.
- To set up furniture for assemblies and other school events as required.
- Undertake general duties, including moving furniture and equipment within the school sites.
- Perform duties in line with health and safety regulations (COSHH) and act where hazards are identified, report any serious hazards to the Site Manager/Assistant Premises Manager immediately.
- Assist with regular safety checks of buildings, grounds, fixtures and fixings.
- Take a share in opening and closing the school including events outside the school day and at weekends, when necessary.
- Drive the Minibus as required, training will be provided.
- Willingness to undertake relevant H&S qualifications/training and willingness to complete a first aid training qualification.
- Undertake other tasks as reasonably designated by the Site Manager/Assistant Premises Manager.

Qualifications:

- Proficient technical and practical skills would be desirable, training will be given where required.
- Full clean driving licence.

Experience:

Previous relevant experience within a school environment or other relevant, transferrable experience.

Skills & Abilities:

- Awareness of the wider working environment e.g., Client groups.
- Use a wide range of machinery/equipment used in the school.
- Maintain a regular activity diary.
- Ability to deal with everyday problems.
- Ability to understand information and advice and liaise with others.
- Written and numeric skills to complete detailed records.
- Ability to observe and be receptive to information being communicated.
- Ability to communicate using IT as required by the role.
- To be able to drive a minibus
- To transport pupils between school sites.
- To use initiative to respond to situations in proficient and effective manner.
- Willingness to work overtime as part of the team to cover weekend use of school sites.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Dated: _____

Approved by: _____ Headteacher