

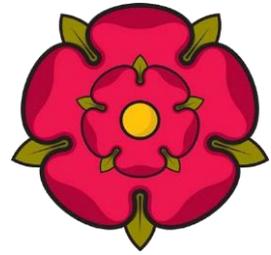
Lancaster Girls' Grammar School

Regent Street Lancaster LA1 1SF

Tel: 01524 581661

Email: lggs@lggs.lancs.sch.uk

www.lggs.org.uk



Headteacher's Welcome Note – Caretaker / Handyperson / Technician

Thank you for your interest in the joining the Site Management and Technician team at LGGS. I hope you find the following information useful and we look forward to receiving your application.

The vacancy may suit applicants looking for a full time (split shift) post or equally could be suitable as two part-time posts. Please indicate on your application which post(s) you are applying for.

The post is made up of two shifts - mornings 7am to 9.30am (12.5 hours) and afternoons 1pm to 6pm Monday to Thursday and 1pm to 5.30pm on Fridays (24.5 hours). The school's opening times in the school holidays are shorter and the shift time changes to 8am to 4pm daily for the full time post – part-time hours can be agreed with the post-holders. School is regularly open in the evening for parents' evenings and other school events, so occasional late nights will be required and paid as overtime. Site Supervisors are required to respond to calls outside of normal working hours as a result of emergencies, alarm activations, etc.

This is a permanent position, subject to the completion of a satisfactory six months' probationary period.

The site management team is currently made up of two full-time and one part-time members. Cleaning staff are employed by Maxim Facilities Management under contract to the school. The buildings have been well looked after and are in generally good condition. Technicians support the work of teachers in the Art, Technology and Science departments and part of this role will be to undertake routine maintenance on machinery and equipment in use in some of these areas.

The successful candidate will be motivated and well-organised and able to work well under their own initiative and as part of a team. Principal duties will be assisting with opening and securely closing the buildings at the start and end of each day; assisting with moving equipment, furniture and materials; gardening and keeping the grounds tidy; occasional cleaning; and routine maintenance tasks and the associated record keeping. You will be supported by our senior site supervisor and technicians and any necessary training will be provided.

We are a medium sized school but still small enough to feel friendly and supportive. We pride ourselves on being outward looking and have strong networking links. LGGS is an exciting place to work. The ethos of the school is very friendly and welcoming, with excellent relations between pupils and staff. Staff have high standards both of themselves and their pupils.

Application Process

Please read the job description carefully before submitting your application.

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

Applications may be submitted by email to applications@lggs.lancs.sch.uk or by post by the closing date of **noon on Thursday 6th June 2019**.

LGGS is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to an Enhanced Disclosure and Barring Service clearance.

I do hope that you find the enclosed information useful and I hope it helps you in deciding to make an application. If you require any more information please contact Mrs Jane Mason, School Business Manager.

JACKIE CAHALIN
Headteacher