

# Ramsey Grammar School

*Excellence for all*



## Assistant Site Manager Candidate Booklet



Ramsey Grammar School  
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# Message from the Headteacher



Ramsey Grammar is a great school with a proud history dating back to 1865 and is hailed as being the first comprehensive school in the British Isles.

There is a strong sense of community in the school and in the town of Ramsey, which is reflected in the values and positive ethos shared by the school's students, staff and parents. Our staff members are extremely hard working and are committed to providing educational opportunities that help all students to excel. Ramsey Grammar School is a special place to work and we are dedicated to making a difference with all of our young people every day.

At Ramsey Grammar School we are committed to providing the very best education for our young people. We are looking, therefore, to recruit an Assistant Site Manager who will bring high standards and integrity to an important role in school. The successful applicant will build strong relationships with students, staff and the community.

You will be joining an experienced and hard-working team that takes great pride in maintaining a clean, well-presented and secure school.

This role is ideal for someone who has a proven track record of great teamwork, integrity, a flexible approach to working and excellent attention to detail.

If you feel you are the right candidate for this role after reading through the specifics outlined below, we look forward to your application. Your application should be in the format below -

- A brief statement explaining your experience and why you feel you are a good fit for this role.
- A full and complete Curriculum Vitae outlining all work and education experience, addressing any gaps.

You will also be required to complete the Isle of Man Department of Education, Sport and Culture online application.

**Mrs S Findlater**

Headteacher





# Our School

Our school is a secondary comprehensive, with a Sixth Form attached, and is located in the heart of the sunny seaside town of Ramsey, serving the north of the Isle of Man. We are a large, diverse school with over 930 students on roll. Ramsey Grammar is a thriving and happy learning community where expectations and standards are exceptionally high. We are driven by our core values of respect, responsibility, fairness, community, kindness and trustworthiness. We have a deep-rooted commitment to enabling all of our students to achieve excellence regardless of starting point or ability.

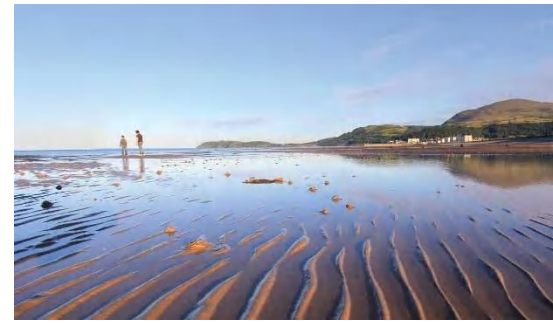
We are dedicated to enabling the success of every student in the school and, for us, this means a high-quality learning experience in every classroom. We pride ourselves in being lifelong learners at Ramsey Grammar school, staff and students alike. Our school is a place where young people's talents and abilities are nurtured and where they can develop their passions and ambitions.

Our aim is to have all of our students leave the school as highly qualified, articulate, proud and confident young adults. We want them to leave with amazing memories, solid foundations and with aspirational goals for their future. We are committed to ensuring our students leave us with the skills, knowledge and understanding to be future-ready and have a positive impact on the world.

We are a proud school and know the importance of our work.

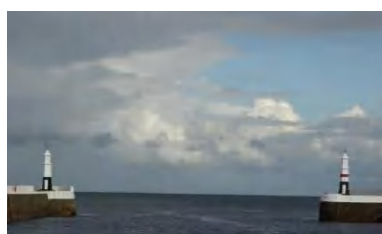
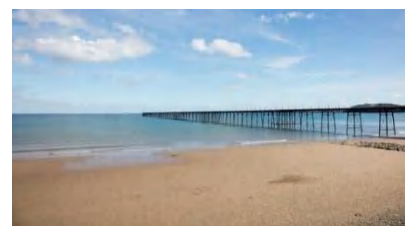
Our dedicated staff work tirelessly to support student success, excellent outcomes and positive progress for all while also nurturing our students to become well-rounded and respectful global citizens.

# Our Location



We feel fortunate to be located in such a wonderful part of the world. The Isle of Man is blessed with an extensive coastline, stunning natural landscapes, and the cleanest beaches in Europe. With its dramatic scenery and picturesque coastlines, the island is beautiful year-round. The island is host to multiple National Heritage sites and is a world-renowned UNESCO Biosphere. You can explore the Island in original train carriages and tram cars from the 1870s, on the electric mountain railway and vintage steam trains. The Isle of Man is an island steeped in rich history, has the oldest continuous parliament in the world, and is proud to have been the first country in the world to allow women to vote in a national election.

Of course, motorsport enthusiasts are very well catered for by the TT and Manx Grand Prix but also by short circuit racing, rallying and stock cars, for example. We are also lucky to enjoy locally sourced and produced fine foods ranging from our delicious Manx queenies to the famous Manx kippers! The island offers the potential for an amazing lifestyle for adults and children alike. Here you will discover beautiful rolling hills, rugged coastlines, fabulous beaches, plantations, and an array of woodland walks to explore. Outdoor adventures abound including walking, cycling, fishing, golf, kayak and paddle boarding, coasteering and also competitive field sports. The Isle of Man truly offers the chance to find a perfect work-life balance and, although relaxed by nature, you will find that the Isle of Man can also get the pulse racing!



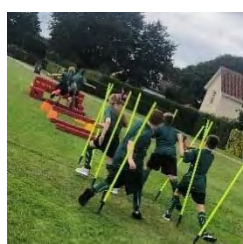
# Our Facilities



The two main parts of the school, East, built-in 1931, and West, built-in 1940, are some 200 metres apart with an adjoining pathway. The buildings have been well maintained and a programme of upgrading classrooms and corridors has produced a high-quality learning environment. We have a purpose-built student support unit as well as an on-site Design & Technology, Gymnasium, a vast open-plan Art studio and dark room, Drama studios, purpose built Agricultural Science classrooms, and a state-of-the-art teaching piggery, the Hector Duff Sixth Form Centre including 122 seat tiered Lecture Theatre, textiles suite, music practise rooms, modern Sports Hall, PE classrooms, Aerobic Suite, magnificent Science Block, two canteens and dining halls, running track, Weights room, an all-weather floodlit 'Astroturf' pitch, as well as several multi-purpose pitches for sports and athletics that wrap around the school grounds with views of the surrounding hills of Barrule, Claghbane and Glen Auldyn.

## School Farm

We are immensely proud of the RGS School Farm that we have on-site. There are two dedicated Agricultural Science labs, a sheep shed with our school flock, purpose-built piggery, polytunnel, greenhouse with hydroponics and vegetable plots, and a poultry pen. In 2011 RGS was awarded Farm Assured Status and meat from our farm is sold to the public solely by a local butcher and is also offered to students in the canteen. We are proud to have received nominations for multiple awards as well as winning many awards from the School Farms Network Education Alliance over the years, which have included – 2017 Best School Farm – Secondary School (Winner), 2017 Best School Farm Leadership (Finalist), and 2018 Best Use of School Farm in the Curriculum (Finalist), and 2021 Farm Leader (Winner). Staff and students are encouraged to visit the Farm to see the animals year-round, but especially during the arrival of piglets, chicks, and the lambing season.



## Creative Arts Areas

We have two black box theatres in our Drama Department kitted with high tech lighting and sound that is currently being further modernised with community funding that has been awarded to the school by the Coop Community Fund. These spaces allow us to really immerse the students in the world of theatre and performance when they are in their drama lessons. We have an impressive triple art studio space in the school with an adjoining darkroom. The space is really quite a special place in the school and truly encourages creativity and artistic freedom. This is seen in the spectacular artwork produced by our young people. The Music Department provides several opportunities for performance including two Carol Services, concerts and productions throughout the school year. RGS ensembles have taken part in the Manx Music Festival. The Creative Arts Department also puts on regular productions, which allow students to participate in a number of ways. Instrumental instruction in strings, brass, woodwind, percussion, both electronic and acoustic guitars and voice is available from the Department of Education Sport and Culture's team of visiting (peripatetic) teachers.

## Design and Technology Space

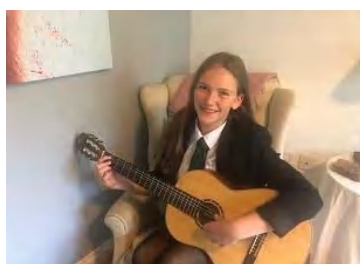
We have two well-equipped Product Design rooms, two Food Technology kitchens and a large Textiles studio in our Design Technology area. Students enjoy a range of exciting practical activities at Key Stage 3 in these areas and are able to take them up at Key Stage 4 and Key Stage 5 if they wish also.

## Sporting Facilities

The school grounds are extensive and house a full side running track, two tennis courts, two rugby pitches, a dance studio and three football pitches: grass, indoor and Astroturf. We have two exercise gym suites on site that are used both for lessons as well as extracurricular clubs. Our indoor multi-purpose gym is large and well equipped, and we also have a small indoor traditional multi-purpose gym that is well-maintained. Both staff and students alike enjoy getting involved with sports at Ramsey Grammar School and our teams have had and continue to have many successes in the island-wide competitions.

## Lecture Theatre

We have a beautiful university-style tiered lecture theatre in our Sixth Form area. This is used for large class teaching, events and celebrations alike.



# Job Description

**Salary:** Skill Zone 2 / Pay Band 5 (£21,423 - £26,039 per annum)

**Contract type:** Full Time, 37 hours per week

**Hours of Employment:** Monday to Thursday 13:00 - 22:00 and Friday 13:00 - 18:00 (Timings may be changed during holiday periods)

**Reporting to:** Site Manager

**Responsible for:** Ensuring site cleanliness, maintenance and security at all times

## Employment Duties

The main purpose of the job is to ensure a high standard of cleanliness and hygiene in and around the school, to ensure that the site is maintained to a high standard and the buildings are kept secure at all times. The post holder will also be responsible for the day-to-day supervision of staff. The Assistant Site Manager works under the direction of the Site Manager, both of whom come under the remit of the School Business Manager.

There is an expectation that the post holder will undertake some additional hours in order to cover Lettings and when school is open outside of normal hours. There will be ample notice of such events.

Holiday entitlement and pensions are linked to the Terms and Conditions for PSC Manual Workers.

## Relationships

The post holder is accountable to the Headteacher who will delegate some responsibilities via the school's line management structure.

## Main purpose

The Assistant Site Manager, under the direction of the Site Manager, will take a major role in:

- Attending to site cleanliness and hygiene
- Effecting minor repairs and reporting more significant maintenance issues
- Ensuring site security at all times
- Maintaining staff records

In order to be successful, you will:

- Be a good team player but be able to use your own initiative
- Take great pride in your work
- Have the highest standards of integrity
- Be willing to work flexibly and without supervision at times

## Qualities

The Assistant Site Manager will

- Uphold the high standards which are already in place
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils


## Equal Opportunities

Ramsey Grammar School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.


## Post Duties and Responsibilities:

*Under the direction of the Site Manager, The Assistant Site Manager will:*


### The Role Overview

- 
- Responsible for day-to-day cleanliness of the buildings
  - Responsible for the smooth running of evening lettings of the Sports Hall and other school buildings
  - Responsible for maintaining staff records
  - Responsible for site security
  - Expected to deputise for the Site Manager during holiday periods and other times of absence


### Staff

- 
- Day-to-day supervision of cleaning staff
  - Organising work programmes and duties as required
  - Arranging cover and shifts during holidays and periods of sickness
  - Maintaining accurate staff records and managing Attendance at Work
  - Completion of online HR documentation for cleaning staff
  - Ensuring that all staff take responsibility for Health & Safety in the workplace

### Cleaning

- 
- Ordering supplies as required in conjunction with the school office
  - Checking delivery of stock and purchases for accuracy and ensuring correct storage of all items
  - Ensuring the safe storage of chemicals and machinery
  - General portering around all school buildings and to other locations using the school van
  - Monitoring fuel use and placing orders for oil
  - Reporting of damage to buildings and effecting repairs or making safe of any areas with damage
  - Reporting of any damage to furniture and fittings

### Maintenance

- 
- Routine maintenance of buildings and reporting of defects
  - Routine maintenance of fixtures and fittings
  - Replacing lamps, plugs and equipment cables
  - Basic knowledge of heating plant, lighting systems and electrical safety
  - Regular movement of furniture in classrooms, school hall, exam rooms and sports hall



## Security

- Ensuring the security of the buildings at all times
- Being a key/alarm code holder
- Responsibility for regular fire alarm checks, sprinkler tests and other checks being undertaken by third parties
- Ensuring access is available to contractors and Department of Infrastructure Works staff
- Monitoring of CCTV/ access systems where fitted



## Lettings

- The postholder will be required to supervise the sports hall and other areas of school being used out of school hours by community groups. This will entail:
- Unlocking of buildings or specific areas of school
- Assisting with setting up sports hall for different activities
- Dealing with any occurrences during periods of lettings
- Ensuring that buildings are all secure at the end of evening sessions



## General

- Maintaining positive working relationships
- Playing an active role within a well-established team
- Contributing to existing high standards and providing a quality service
- Maintaining confidentiality and security within the workplace
- Ensuring that personal skills are kept up to date with a willingness to learn and develop those skills
- The postholder may be required to work additional hours and to adjust working hours during school holidays
- To ensure that all activities comply with Health & Safety regulations and that all staff are taking responsibility for their own Health & Safety in the workplace
- To carry out any other appropriate duties as directed by the line manager



## Confidentiality

- To ensure that all information that the Assistant Site Manager are privy to about the school, students and staff remains confidential at all times.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Site Manager will carry out.

The post holder may be required to do other duties appropriate to the level of the role as directed by the Headteacher.

# Personal Specification



Qualifications	Essential / Desirable	Means of Assessment: Application / CV / Interview / Assessment / Pre-employment checks
5 GCSEs A*- C including English and Maths	D	CV
Work related qualifications eg COSHH, PAT Testing, Health & Safety, Working at Height (There will be an expectation to gain the qualifications after appointment)	D	CV
<b>Experience</b>		
Working in a similar role, or using similar skills	E	CV / Int
Experience working within a school environment	D	CV / Int
Organising, and leading staff	D	CV / Int
Understanding of plant and alarm systems	D	CV / Int
<b>Knowledge and Skills</b>		
Excellent attention to detail and high standards of work	E	CV / Int
Excellent inter-personal skills	E	CV / Int
Competent use of IT packages	E	CV / Int
Basic DIY skills	E	CV / Int
Ability to plan, organise and implement work rotas	E	CV / Int
Ability to work under pressure and prioritise effectively	E	CV / Int
Commitment to maintaining confidentiality at all times	E	CV / Int
Commitment to safeguarding and equality	E	CV / Int
Embraces change well	E	CV / Int
Deals with difficult situations effectively	E	CV / Int
<b>Other</b>		
Physically able to carry out the requirements of the role	E	CV / Int

Must have an adaptable approach to work	E	CV / Int
The ability to work as part of a team	E	CV / Int
An excellent communicator who will work effectively with staff, students and members of the public	E	CV / Int
Act in a professional manner	E	CV / Int
Full, valid driving licence	D	CV / Int
Isle of Man worker	D	App
A commitment to promoting the ethos and values of the school	E	CV / Int
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard all property, assets, and the reputation of the school	E	CV / Int
Satisfactory Police check	E	Pre

## **SAFEGUARDING**

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**All staff** are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** March 2022

**Next review date:** March 2024

**Line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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