



Caistor Grammar School

A Selective Academy

Church St. Caistor

Lincolnshire LN7 6QJ

Tel. 01472 851250 Fax. 01472 852248

Alistair Hopkins M.A. (Oxon), M.Ed. Headmaster

Dear Applicant,

Re: Site assistant, wage dependent on age, permanent, across the year

Start date: August 2020

Apply by: 4pm on Wednesday 5 August

Thank you very much for considering making an application to Caistor Grammar School.

The School is a special, unique place. All staff, teaching, administration and support, work hard to ensure that our students receive the best education possible. We number approximately 680 students, including 170 in the Sixth Form. We are also proud to be a single academy trust with a very supportive parental and governing body. We are keen to maintain our independence.

The School was founded in 1631 and the original school room is still in use. Most of our work, however, is done in buildings which were substantially remodelled and extended in the very recent past. We extended our science provision creating the Olympic Torch Building for the teaching of Physics in 2014. Two years ago, our dining hall was expanded and remodelled.

The department

The site team comprises a site manager, a deputy site manager and a full-time site assistant. The Site Assistant has a varied role with duties including setting up for assemblies, undertaking basic maintenance duties, site work, delivering resources to departments, setting up for school events and working with different members of staff. Some flexibility concerning hours would also be useful to support other members of the team.

The role:

This is a permanent role, 37 hours per week across five days with work in term time and across the school holidays. The position is remunerated based on minimum wage and is dependent on age. The successful candidate would become part of the local government pension scheme and would receive 23 days of holiday per annum plus 8 public holidays. Please refer to the job description for specific salary details.

Interested candidates are welcome to contact the current site manager Steven Millington to discuss the post in more detail at steven.millington@caistorgrammar.com

How to apply

Please send the completed application form, together with an up to date CV and a short letter of application by 4pm on **Wednesday 5 August**, to Alistair Hopkins, Headmaster, Caistor Grammar School, Caistor, Lincolnshire LN7 6QJ or email to enquiries@caistorgrammar.com with the subject line: deputy site manager. We will not be able to consider any applicant who applies without completing a school application form.

Interviews will be held week commencing **10 August** although **we reserve the right to appoint before that date** so we advise making an early application. The successful candidate will need to go through an enhanced DBS check prior to commencing.

I hope this information will encourage you to make an application. We look forward to hearing from you.

All good wishes,

Alistair Hopkins
Headmaster

July 2020