

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE **Grounds/Site Assistant**

Do you enjoy being outside, whatever the weather, thrive on variety and challenge? Are you enthusiastic, flexible and reliable?

Then this will be the job for you.

We are seeking a hard-working and dedicated Grounds/Site Assistant to join our busy Site Team. You will work individually or as part of a team, throughout the school to maintain the school grounds to a high standard.

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

**SALARY** SCP 2 £23,656 (pro rata)  
£11,186.92 (Actual Salary)

**TERM/  
HOURS** 17 ½ hours per week.

2.15pm to 5.45pm Monday to Friday - during term-time. Working pattern to be confirmed during non-term time.

23 days annual leave (April-March) addition to 10 day Bank Holidays).

**CLOSING  
DATE** 9am Friday 10 January 2025



**HECKMONDWIKE**  
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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**HECKMONDWIKE**  
GRAMMAR SCHOOL

## Grounds/Site Assistant



### About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

### The Role:

We are looking for a Grounds/Site Assistant who will maintain the school grounds to a high standard and assist the site staff in the smooth running of the school.

This is an important role in a high achieving grammar school; the post holder must be extremely reliable, flexible, efficient and effective.

The post holder will be responsible for the day to day maintenance of the school grounds ensuring a high standard throughout.

Experience of working independently and in a team is an essential part of the role; as is working in adverse weather conditions.

The Grounds/Site Assistant will work within a dynamic and proactive team with other site operatives under the guidance of the Site Manager.

The right candidate for this post is one who thrives on variety and challenge. On a typical day, the post holder may be setting up events or exams, undertaking of other site related duties, but the main role being the maintenance of the school grounds as a whole.

As such, experience of working in a school setting is desirable, but not essential.

### Responsibilities:

Specific responsibilities are set out in a detailed job description.

### What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children



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## Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer a competitive salary and membership to a Local Government pension scheme

## How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

## Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

## Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



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## HECKMONDWIKE GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Grounds/Site Assistant
<b>SALARY GRADE:</b>	SCP 2 £23,656 (pro rata) £11,186.92 (Actual Salary)
<b>WORKING HOURS:</b>	17 ½ hours per week. 2.15pm to 5.45pm Monday to Friday - during term-time. Working pattern to be confirmed during non-term time.  23 days annual leave (April-March) in addition to Bank Holidays (10).
<b>RESPONSIBLE TO:</b>	Site Manager

### GENERAL DESCRIPTION

Main school, all weather pitch (MUGA) and car parks

- Remove rubbish and litter from all areas
- Emptying waste bins and washing out when required
- Sweep steps and paths regularly
- Remove chewing gum
- Keep all drains clear of rubbish and leaves
- Clean and sweep under benches in all areas
- Checking and maintaining all fire escapes reporting any defects to site team
- Clean external paintwork and metalwork
- Sweeping of car parks and playgrounds as required
- Locking areas as requested by site team
- Refresh marked out games areas in school yards.

Perimeter of school sites

- Remove litter and rubbish from local area (specifically Church Street, High Street and North Street)
- Remove litter and rubbish from the footpath between the MUGA pitch and the Powell Building

## Jo Cox Centre (JCC)

- Remove litter and rubbish from all areas
- Clean and sweep all areas as required
- Sweep perimeter
- Empty large bin at the end of the ramp
- Remove rubbish from compound to FELs at the back of sports

## Cawley Field

- Sweep drive to Cawley Field
- Sweep pavements from Cawley Field as required
- Remove rubbish and litter from field and drive as required

## Adverse weather

- Clear snow and grit from around the school (on occasions an earlier start may be requested)

## Any other duties requested by site team

- Setting up of exam desks and chairs
- Moving furniture when required
- Washing of signs around school and grounds
- White lining of step edges
- Undertaking general maintenance working alongside the site team
- Reporting any problems or damage to the site team
- Ensuring all equipment is kept in good repair, cleaned and stored appropriately
- Overtime as and when required, e.g. open evenings, events etc and to cover weekends on a rota basis
- Undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



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**Heckmondwike Grammar School  
Person Specification: Grounds/Site Assistant**

E = Essential D = Desirable

1.1	To take initiative and work independently	E	A, I, R
1.2	To have the ability to work successfully with a team of others	E	A, I, R
1.3	To communicate effectively	E	A, I, R
1.4	Good organisational skills and the ability to work to deadlines	E	A, I, R
1.5	To be able to remain calm under pressure	E	A, I, R
1.6	To possess a high level of commitment to maintaining a safe and secure environment for users of the site	E	A, I, R
1.7	The ability to alert the school to unsafe practices	E	A, I, R
1.8	Open, honest and approachable	E	A, I, R
1.9	Willingness to be flexible in order to meet the needs of the school	E	I, R
2.0	Self-motivated and hard working	E	A, I, R
2.1	Professional approach	E	A, I, R
2.2	High levels of integrity and the ability to respect confidentiality	E	A, I, R
2.3	Previous cleaning experience	D	A, I
2.4	Experience of working within an educational setting	D	A, I
2.5	Knowledge of Health and Safety issues relevant to the post	D	A, I
2.6	Suitable to work with children	E	DBS

A = Application Form      I = Interview      R= References  
DBS - Disclosure and Barring Service check



## HECKMONDWIKE GRAMMAR SCHOOL

### **Ethos, Values & Aims**

#### **Ethos**

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

#### **Values**

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

#### **Aims**

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



## HECKMONDWIKE GRAMMAR SCHOOL

### STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

#### Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

#### Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

#### Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

#### Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

#### Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £2.22 a week, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.\* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.





## HECKMONDWIKE GRAMMAR SCHOOL

### Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

### Extra-curricular Societies

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

### Refreshments

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.