



West Kirby Grammar School

Site Operative

September 2026

SCP 05 – 25 hours per week – Part Time (All Year Round basis)

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Site Operative

September 2026



Site Operative

25 Hours Per Week Part time – SCP05 Permanent. (Actual salary £15,021)

This is an exciting opportunity for a practical, reliable and proactive Site Operative to join our Site Team at West Kirby Grammar School.

Working closely with the Site Manager, the successful candidate will play a key role in maintaining a safe, secure and well-presented environment for students, staff and visitors. The role is varied and hands-on, combining site security, maintenance, health and safety checks, portering and general site improvement work.

We are seeking an individual who takes pride in their work, enjoys practical problem-solving and is committed to maintaining high standards across the school site. The successful candidate will be confident working independently, whilst also contributing positively as part of a supportive team.

The role includes responsibility for end-of-day site security procedures, routine compliance checks, maintenance tasks and supporting the wider operation of the school. Experience of maintenance, caretaking, facilities or trade-based work would be advantageous, although training will be provided where required.

West Kirby Grammar School is a highly successful selective girls' school with a coeducational Sixth Form. There are approximately 1,200 students on roll, and academic outcomes are exceptional. In 2025, 22% of GCSE grades were awarded at Grade 9 and 44% at Grades 9–8. Students achieved an average grade of 7.15, with 66% of all grades at 9–7. At A level, results were equally strong, with 65% of grades awarded at A*–B and an average grade of B.

The school was ranked 23rd nationally out of more than 4,000 state schools in The Telegraph's annual school rankings, placing us 1st among all state schools in Wirral, Merseyside and Chester and 5th in the North West of England.

How to Apply

Further information and an application form are available to download on the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and letter addressing the content of the person specification, which should be no longer than two sides of A4, should be submitted to office@wkgs.net for the attention of Mr. S. Clarke, Headteacher.

Closing date: Thursday 2 July at 9 am

Anticipated Interviews: Tuesday 7 July

Job Description

Site Operative

September 2026



Job Title: Site Operative

Reporting to: Site Manager

Grade: Band C (SCP 05)

Salary: £15,021 actual

Hours: 25 hours per week (1pm – 6pm) on an All Year Round basis

Purpose of the Role:

To support the Site Manager in ensuring that the school premises are safe, secure and compliant and well maintained at all times.

The postholder will undertake practical maintenance and repair work, support health and safety compliance, assist with site development and improvements and carry out site security duties including lock-up procedures.

Site Security

- Act as a key holder for the school site.
- Carry out daily lock-up procedures including securing doors, windows and gates.
- Set alarms and ensure buildings are secure at the end of each day.
- Report any security concerns, defects or breaches promptly.

Repairs & Maintenance:

- Undertake first-line repairs and maintenance including basic plumbing, painting, decorating, carpentry and general upkeep.
- Assist with planned site improvement projects.
- Identify defects and maintenance issues, resolving where possible and reporting to the Site Manager where more significant action is required.
- Ensure buildings and grounds remain safe, clean and well maintained.

Job Description (Cont.)

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Health & Safety:

- Carry out routine compliance checks as directed by the Site Manager.
- Assist with fire safety checks, emergency lighting checks and other statutory inspections.
- Maintain accurate records relating to compliance activities.
- Ensure safe working practices are followed at all times.
- Support implementation of the school's Health and Safety procedures.

Building & Grounds

- Assist in maintaining the appearance of the school site, including litter picking and grounds upkeep.
- Support seasonal activities such as gritting and salting where required.
- Assist with waste management and recycling procedures.
- Monitor site conditions and report any concerns.
- Support the Housekeeping Team with occasional cleaning duties where operational needs require, helping to ensure that the school environment remains safe, clean and welcoming for students, staff and visitors.

Events & Porterage:

- Set up and clear furniture, equipment and rooms for school events and activities.
- Undertake general porterage duties across the site.
- Receive and move deliveries and equipment as required.

General Responsibilities:

- Promote and safeguard the welfare of students at all times.
- Participate in relevant training including safeguarding and health and safety.
- Contribute positively to the wider life of the school.
- Undertake occasional additional hours, by agreement, to support school events, lettings, performances, examinations, open events and other activities that take place outside normal working hours.
- Undertake any other reasonable duties commensurate with the grade of the post.

Person Specification

Site Operative

September 2026



Job Title: Site Operative

Reporting to: Site Manager

Grade: Band C (SCP 05)

This person specification relates to the requirements of the post as determined by the job description. Shortlisting is based on how well you meet the requirements.

Qualifications and Experience

Experience of practical maintenance, caretaking, facilities or trade-based work (E)

Experience of carrying out basic repairs and maintenance tasks (E)

Experience of working in a school or educational setting (D)

Relevant trade qualification or facilities-related qualification (D)

Skills and Knowledge

Ability to carry out basic maintenance and repair work safely and effectively (E)

Understanding of Health and Safety requirements in a working environment (E)

Ability to work independently and use initiative (E)

Ability to maintain accurate records and complete compliance checks (E)

Ability to organise workload effectively and prioritise tasks (E)

Basic ICT skills (D)

Knowledge of school compliance requirements and site security procedures (D)

Personal Qualities

Reliable and trustworthy (E)

Practical and solution-focused (E)

Strong attention to detail (E)

Flexible and willing to support the wider needs of the school (E)

Positive approach to teamwork and collaboration (E)

Special Requirements

Commitment to safeguarding and promoting the welfare of children and young people (E)

Enhanced DBS clearance and identity checks (E)

Professional approach to conduct, attendance and dress (E)

Excellent references (E)



West Kirby Grammar School is a vibrant and thriving girls' grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services offered by Education Mutual
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and dedicated 1:1 wellbeing discussions with the Headteacher to respond to staff needs.
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Greater PPA/Free time than national recommendation
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



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Grammar School



office@wkgs.net



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0151 632 3449