

WIRRAL GRAMMAR SCHOOL FOR BOYS



SCHOOL LETTINGS ASSISTANT

Required 1st September 2026
NJC Scale Point 3 Grade - 1

Fixed Term, Part Time – September 26 to March 27





LETTER OF INTRODUCTION

Dear Applicant,

Thank you for your interest in the fixed term part time position of Lettings Assistant at Wirral Grammar School for Boys. We are looking for a committed, reliable and organised individual who will support the hiring and use of our school facilities outside normal school hours, ensuring the premises are open, secure, set up, and supervised safely for community groups, clubs, and events.

The information contained in this pack will help you to not only understand the post which is being advertised but also give you a sense of life at Wirral Grammar School for Boys. There are over 1100 students on site. Our planned admission number increased from 155 to 170 in Year 7 in September 2024, and we recruit students into the Sixth Form, WGSB6 from other local schools and further afield. From September 2026 we will be accepting both male and female students into our Sixth Form, having successfully introduced co-ed teaching this year.

Our students achieve excellent examination results. In 2025 at A level, over 30% of all grades were A- A and 80% at A*- C. In GCSEs, 40% of the grades were 9-7 and 95% of all grades were 9 - 4. However, an education at WGSB is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students thrive and achieve great outcomes.*

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing is at the very centre of our planning and we are constantly looking at ways to reduce unnecessary workload; our staff love working here.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Should you require any further information, please do not hesitate to contact me at school on 0151 644 0908 or by email to Anna Groves (recruitment@wirralgrammarboys.com).

Yours faithfully

Simon Ascroft
Headteacher



SCHOOL LETTINGS ASSISTANT

Required:	1st September 2026
Salary:	Grade 1, SCP 3
Actual Salary:	£13.21 Per Hour
Hours:	15 hours per week Monday to Friday, plus the potential for overtime.
Contract type:	Fixed Term Part Time – 1st September 2026 to 31st March 2027
Responsible to:	School Business & Operations Manager

We are seeking to appoint a part-time Lettings Assistant on a fixed-term basis to support the effective operation of the school's lettings programme. This role involves assisting with the preparation, supervision and security of school facilities used by external hirers outside of normal school hours, ensuring a safe, welcoming and professional environment for all users. The successful candidate will be reliable, flexible and committed to providing excellent customer service while helping to maximise the use of the school's facilities for the benefit of the wider community.

Statement of Purpose

To support the effective operation of the school's lettings programme by ensuring facilities are prepared, monitored, and secured for internal and external users, providing a safe, welcoming, and professional service at all times.

Key Responsibilities

- Open and close school premises for community lettings, events, and activities.
- Prepare facilities, rooms, sports halls, pitches, and equipment as required by hirers.
- Welcome hirers and visitors, ensuring they have access to the facilities booked.
- Monitor the use of school premises during lettings to ensure compliance with school policies, health and safety requirements, and safeguarding procedures.
- Undertake basic checks of facilities before, during, and after lettings, reporting any damage, maintenance issues, or security concerns.
- Ensure facilities are left clean, tidy, and secure following each letting.
- Respond appropriately to emergencies, accidents, and incidents, following school procedures.
- Maintain accurate records of lettings attendance, incidents, and site access as required.
- Provide excellent customer service and act as a positive representative of the school within the local community.
- Work collaboratively with the Estates Team and Lettings Coordinator to support the smooth operation of all lettings activities.

Key Skills and Qualities Required

Essential

- Good communication and interpersonal skills.
- Ability to provide excellent customer service.



- Reliable, punctual, and trustworthy.
- Ability to work independently and use initiative.
- Awareness of health and safety requirements.
- Ability to follow procedures and maintain confidentiality.
- Flexible approach to working hours - evenings and weekends.
- Basic record-keeping and administrative skills.
- Ability to remain calm and respond appropriately in emergency situations.

Desirable

- Previous experience in a customer-facing, facilities, caretaking, or site support role.
- First Aid qualification (or willingness to undertake training).
- Knowledge of school environments and safeguarding responsibilities.
- Experience of opening, securing, and monitoring premises.

Personal Attributes

- Professional and welcoming manner.
- Strong sense of responsibility and accountability.
- Practical and proactive approach to problem-solving.
- Commitment to maintaining a safe and secure environment for all users.
- Ability to build positive relationships with staff, visitors, and community groups.

Note: This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the School, flexibility among staff is very important.

Safeguarding Children

- Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.



Application process

The closing date is Monday 13th July 2026 at 9am, with interviews taking place later that week. In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Recruitment Monitoring Form
- A letter of application (of no more than 1 side of A4) describing why you'd like to be a lettings assistant at WGSB and what you'd bring to the role.

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** should be emailed to recruitment@wirralgrammarboys.com



LIFE AT WGSB

WGSB is an oversubscribed boy's grammar school of more than 1100 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective Grammar schools in England. We are a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body. In 2021 we celebrated the school's 90th anniversary.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto is '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life'.

At the end of our 90th year the school body worked to re-draft our values statement. Many values have remained the same, but we move with the times and these better reflect the WGSB of today.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community.

In other words, our aim is in inspiring, challenging, and **supporting students to belong**, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom. You may have heard the adage 'Work hard, play hard'. That is what we expect – students who want to achieve but who also are prepared to commit to school beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board



games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to.

Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.

STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. 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.

WGSB is a 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. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Reduced data collections and reporting
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- Family Flexi Day and a generous approach to family appointments and child events
- Staff cake baking events
- Complimentary fruit on Monday mornings
- Daily toast
- Whole-year Wellbeing support programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others
- Headteacher 'Open Door' policy
- Staff Social Events – Christmas 'do' sold out !

We hope you can join us!

