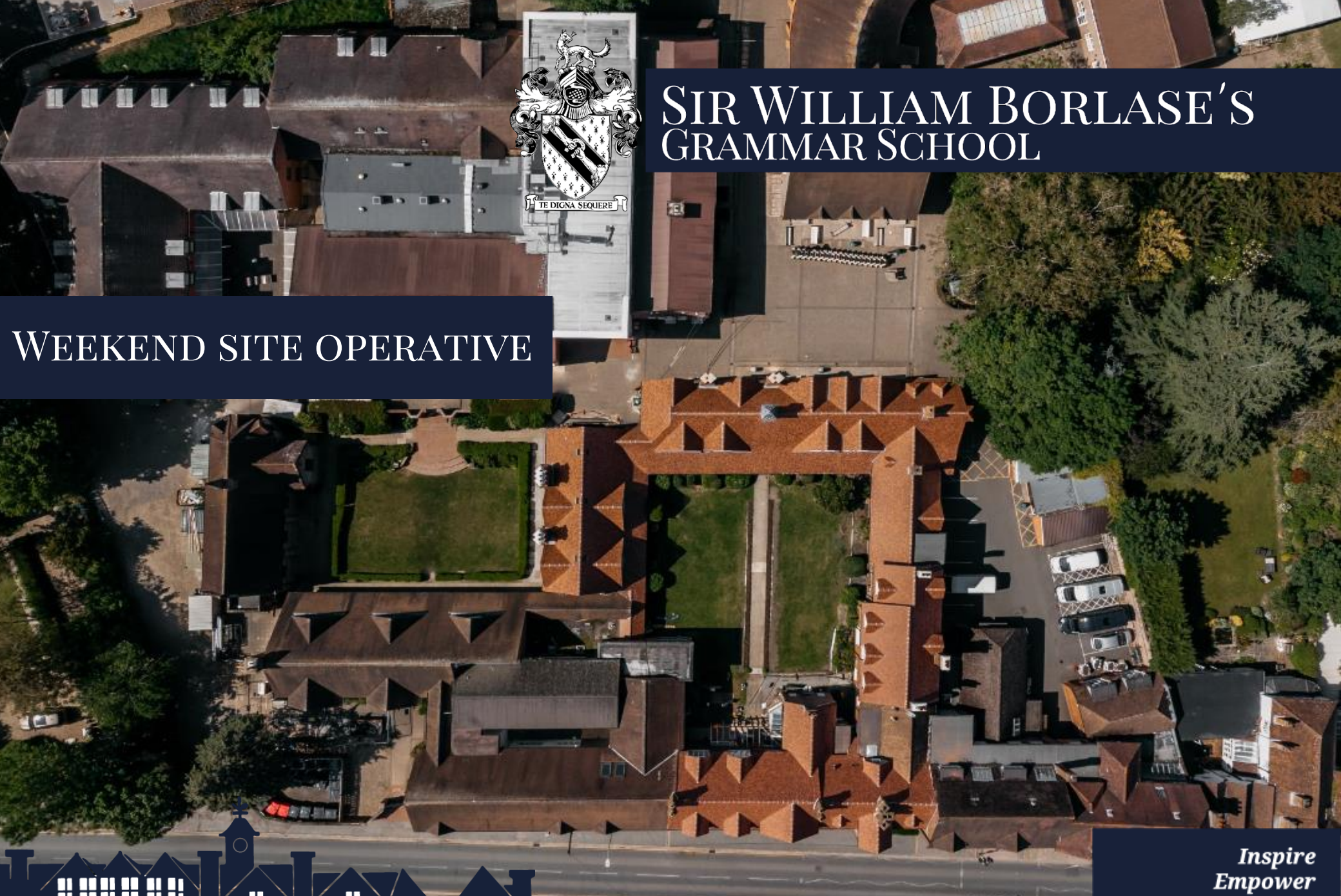




SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

WEEKEND SITE OPERATIVE



*Inspire
Empower
Shape The Future*

THE SCHOOL

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, where we are proud of our 400 Year heritage and remain excited to be inspiring and empowering the aspirations of our students today.

We are a state-funded school in the centre of Marlow, and are recognised for excellent academic learning and an outstanding extra curricular programme.

History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst.

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site.



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WORKING AT BORLASE

A professional community

In joining the staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.



A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment. An ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff common room and access to a superbly equipped onsite gym.

Staff benefits

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details. Staff have access to a number of wellbeing services including an on site gym.



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THE ROLE

Weekend Site Operative

Pay Range: 2

Hourly rate: £12.90

Hours: Friday 3pm to 10pm; Saturday and Sunday 8am to 5pm (We will consider two/three roles)

Job Description

Responsible to the Estates Manager

Job Purpose

- To support the running of services on site, the majority of which are external lettings
- Be a point of contact for anyone hiring the school facilities while working
- Undertake general caretaking tasks

Main responsibilities:

- The supervision of school events and external lettings hiring the facilities Making sure rooms are safe, clean and ready to be used.
- Checking areas after use to make sure they have been left clean and tidy and undertaking cleaning where required.
- Lock and unlock the school to ensure the premises are kept as secure as possible, including setting alarms
- Carry out minor repairs, maintenance tasks, painting and general upkeep of the premises.
- Setting up furniture and equipment for school events and external lettings.
- Assist in maintaining the external areas of the school including clearing leaves, litter picking and arranging furniture.
- Ensure compliance with Health and Safety regulations, making sure the building is safe for all users. Responding if the fire alarm is activated and following school procedures.

As with all members of staff the post holder is required:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation;
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,
- Observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection and safeguarding policies are adhered to and that any concerns or incidents are raised in accordance with these policies.



THE PERSON

	Essential	Desirable
Qualifications	GCSE Maths and English	First Aid Training Safeguarding / child protection knowledge/ training
Previous Work	Experience of communicating with a range of people in a professional environment.	Previous experience in an education environment
Professional Skills and Experience	Competent DIY skills Competent using IT systems such as email, word and excel Good communication skills -written accuracy; telephone, face-to-face. Outstanding time-keeping and punctuality Highly organised, efficient with the highest standards of attention to detail Solution focused approach to any issues as they arise Ability to escalate issues appropriately Knowledge of Health and Safety at work Act 1974	Experience of supporting young people in a school environment and working with parents.



THE PERSON

	Essential	Desirable
Other Personal Qualities	<p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Effective, engaging communicator with children, staff and parents.</p> <p>An effective team player, working with colleagues collaboratively</p> <p>A professional and responsive manner, adapting to the needs and emotions of young people and adults.</p>	<p>Willingness to contribute to the wider life of the school.</p> <p>Experience in fostering good relationships between all members of the school community.</p>



HOW TO APPLY

Please do contact us with any queries or if you would like to discuss your situation with us first.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9.00am Tuesday 11th February 2025

Deadline for application

We reserve the right to close the vacancy early should suitable candidates apply before the closing date

Applications submitted via email should be sent to HR at hr@marlowet.org

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy. All shortlisted candidates will be subject to an online search as part of the safer recruitment process.



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