



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, part-time (25 hours per week) across the year, scale NJC 1-7 £11,732 – £13,212 (actual) based on experience

Start date: 6 January 2020

Apply by: Noon on 25 November 2019

Thank you very much for considering making an application to Caistor Grammar School. We are a small school with an outstanding record of academic achievement and support for our students. We run an enviable extra-curricular programme, which makes a large contribution to the ethos of the School. We were top of the league tables in Lincolnshire for GCSE outcomes and A level outcomes. We were the Sunday Times Parent Power Secondary State School of the Year (East Midlands) in 2018. As I hope you can see, we live our motto 'Ever to Excel'.

We are based in the heart of Caistor, a market town standing on the edge of the Lincolnshire Wolds. Lincoln is 24 miles to the south and Grimsby 12 miles to the east. To the north, over the Humber Bridge, Hull is about 30 minutes from here and major cities like Doncaster, Sheffield and Leeds can be reached easily within an hour and a half along the M180 motorway. Property prices are very reasonable compared to other parts of the country, while to the east you can enjoy the delights of the coast in resorts to suit everyone's tastes.

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. Last summer our dining hall was expanded and remodelled.

We have been actively involved in a number of partnerships with other Lincolnshire Schools and local businesses. We are a selective school drawing our pupils from the upper 25% of the ability range. All our sixth formers are working for three or four A-levels and nearly all go on to either employment, apprenticeships and higher education, including Oxbridge and Russell Group universities. Our students are well motivated and, to quote our last inspection, 'relish their learning.' The atmosphere of the School is friendly, purposeful and inclusive. Colleagues are encouraged to develop their own skills and abilities in a supportive environment.

The department

The site team comprises a site manager, a full-time site assistant and a part-time site assistant. It is a varied job 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 part-time permanent role, 25 hours per week across five days with work in term time and across the school holidays. The full-time equivalent role would be remunerated at £17634-£19554 per annum. 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 top of this letter for salary details for this role.

Interested candidates are welcome to contact the current site manager Gary Bray to discuss the post in more detail at gary.bray@caistorgrammar.com .

How to apply

Please send the completed application form, together with an up to date CV and a letter of application by noon on **Monday 25 November, 2019**, to Alistair Hopkins, Headmaster, Caistor Grammar School, Caistor, Lincoln LN7 6QJ or email to enquiries@caistorgrammar.com with the subject line: site assistant.

Interviews will be held week commencing **2 December**. The successful candidate will need to go through an enhanced DBS check prior to commencing in January.

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

All good wishes,

Alistair Hopkins
Headmaster

November 2019