



Saint Olave's Grammar School

London 1571

Headmaster: Aydın Önaç B.Mus. B.Sc. ARCM. FRSA

11 September 2017

Dear Parent(s)/Carer(s)

The financial strictures resulting from continuing cuts in Government funding place ever increasing pressure on staffing at the School. One area in which we have been obliged to cut back is in the level of staffing resource in the Site Team.

Saturday Positions

As you are aware, the School continues to provide the widest range of co-curricular activities that we can support, including a range of sporting activities on Saturdays.

Our current staffing arrangements are stretched very thinly in covering the demands of site management on Saturdays with the addition of further activities on Saturday afternoons and occasionally evenings. The situation is about to become more challenging with one of the team due to take a protracted period of absence for surgery and post-operative recovery.

Therefore, we are looking to recruit additional resource in a paid position to help cover the site on Saturdays. There are two regular "shifts", one from 08.00 to 13.00 for which the pay is £50.00 and another from 13.00 to 18.00 for which the pay is £60.00. There is no commitment for regular dates but a willingness to help to provide cover on occasion would be of great value.

The core responsibilities are fundamentally:

- opening the facilities;
- acting as point of contact for any visitors;
- monitoring the site by walking around and by using CCTV;
- checking that people are off site at the end of the day;
- locking up and setting the alarms.

The opportunity may be of interest to any parents/carers who come to the School on a Saturday anyway to deliver their son for one of the activities or sports fixtures.

As with all positions of employment or unsupervised voluntary help, applicants will need to have a DBS check for security and child protection purposes.

If anybody might be interested in a role please contact the Premises Manager Steve Rogers in the first instance for further information (phone 01689 820101 or email rogers@saintolaves.net).

Alan Wooley

School Business Manager, [St Olave's Grammar School](#)



Goddington Lane
Orpington
Kent BR6 9SH

Tel: 01689 820101