



# Job Pack

## Housekeeper - Sevenoaks

**Start Date:** As soon as possible

**Grade:** KR4

Term Time Only

37.5 Hours Per Week



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A\*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

## The Team

The Facilities Team forms part of the broader support function within the School. Its purpose is to provide a professional, efficient and cost effective facilities management service, across two sites, which underpins and supports student learning and well-being and seeks to provide a safe environment which is conducive to learning. The team is made up of two Facilities Managers, two Facilities Assistants and, including this appointment, two Housekeepers.

## The Post

<b>Job Title:</b>	Housekeeper	<b>Reports to:</b>	Facilities Manager
<b>Team:</b>	Facilities	<b>Start date:</b>	As soon as possible
<b>Grade:</b>	Kent Range 4	<b>Location:</b>	Sevenoaks campus
<b>Hours:</b>	37.5 hours per week (term time only) Monday to Friday 7am – 3pm, hours can be flexible for the right candidate		

### Purpose

To undertake cleaning duties to maintain a high standard of cleanliness within the school, and ensure that staff and visitor hospitality is effectively managed day to day as directed.

### Key duties and responsibilities:

1. Undertake cleaning of allocated areas in line with specified standards and as directed.
2. Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Store allocated equipment and materials safely and securely.
4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
5. Collect and dispose of waste.
6. Refill and replace soap, towels and other materials.
7. Replenish Teas and Coffee in Staff Room.
8. Notify of and/or reorder if stock levels are depleted.
9. Undertake specialised cleaning programmes during school closures or other designated periods.

## About You (Person Specification)

Qualifications	Essential	Desirable
You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.	✓	
<b>Experience</b>		
Previous cleaning experience	✓	
Use of a range of basic cleaning equipment, etc.	✓	
Use of basic equipment or machinery		✓
<b>Skills &amp; Knowledge</b>		
Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>○ Manual handling</li> <li>○ Safe use of machinery and/or equipment</li> <li>○ COSHH</li> <li>○ First Aid and Hygiene Practice</li> <li>○ Lone working procedures and responsibilities</li> </ul>		✓
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Able to recognise and to deal with emergency situations.		✓
Able to listen, observe and report information to supervisor	✓	
Understanding of health and safety requirements, ability to recognise and take action to avoid potential risks under H&S legislation and Fire Regulations		✓
<b>Personal Attributes</b>		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, taking a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 4: £18,517 - £19,625 per annum

Actual salary for 37.5 hours per week, 39 weeks of the year £16,143.12 - £17,109.07 per annum

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Monday 13 June 2022, 9am\*

Interview day: To be confirmed

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

