



# HADLOW RURAL COMMUNITY SCHOOL

Effort achieves



01732 498120  
[www.HRCSchool.org](http://www.HRCSchool.org)



# Our School



Hadlow Rural Community School (HRCS) opened in September 2013 and offers a unique educational opportunity to students across the Weald of Kent; located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

HRCS is a popular, oversubscribed School with a current roll of just under 400 students. The School relocated to a £7million new build in 2016 and has developed a strong reputation both locally and beyond for enabling its young people to excel and flourish; providing an exciting, vibrant and dynamic experience in academic and land based vocational studies. The school is heavily oversubscribed and has, for the last four years, achieved one of the highest percentages of preferences for Year 7 places, for non-selective schools, across Kent.

The success and popularity of the school has been based on our ethos of providing an educational experience suited to our students and the local community and, whilst academic progress is of the highest importance to us, this is equally matched by our promotion of vocational and enrichment opportunities, ensuring the development of every child as a whole.

Positive, productive, and supportive relationships with all stakeholders is a key element of the school and this is further underpinned by maintaining small class sizes of 25-26 students across the school, with many Key Stage 4 option subjects averaging class sizes of 15 students.

High expectations are promoted across every aspect of the school and all members of HRCS are expected to be kind, caring and considerate, showing honesty and integrity and applying 100% effort in all their endeavours, supporting our school motto of 'Effort Achieves'.

# Vacancy

## Premises and Transport Assistant

**Application:** Apply by 9.00am, Friday 20th June 2026  
**Start:** As Soon As Possible  
**Salary:** HRCS 5-5.2, £24,660—£25,198  
**Location:** Kent  
**Contract:** Permanent (Full time including weekends)



Hadlow Rural Community School is a unique school, combining a traditionally academic curriculum with a challenging Land-based specialism.

As the only specialised Land-based school in the country, our students have the opportunity to not only study for the highest academic grades but also to participate in a wide variety of life-enhancing and enriching experiences, working in a beautiful outdoor environment in areas such as agriculture, horticulture, animal care and countryside management.

As the premises and transport assistant at Hadlow Rural Community School, you will be responsible for ensuring high standards of maintenance, cleanliness and security across the school and grounds at all times. You will also be responsible for safely transporting students to and from school while driving the school bus.

We welcome applications from all qualified candidates. If you are excited about this opportunity and believe you are a great fit for our team

If you feel that you are a highly motivated, inspirational person who has the expertise and experience to play a vital part in the future of our School then we would very much like to hear from you.

# Benefits of Working at HRCS



The Trustee's and Senior Leadership Team at HRCS are very aware of the significant contribution that colleagues bring to the school and the importance of providing a positive, supportive and productive working environment.

This is epitomised through our vision and values and the daily interactions between staff, students and parents. Student conduct is exemplary and based on high expectations and mutual respect; poor behaviour is not tolerated.

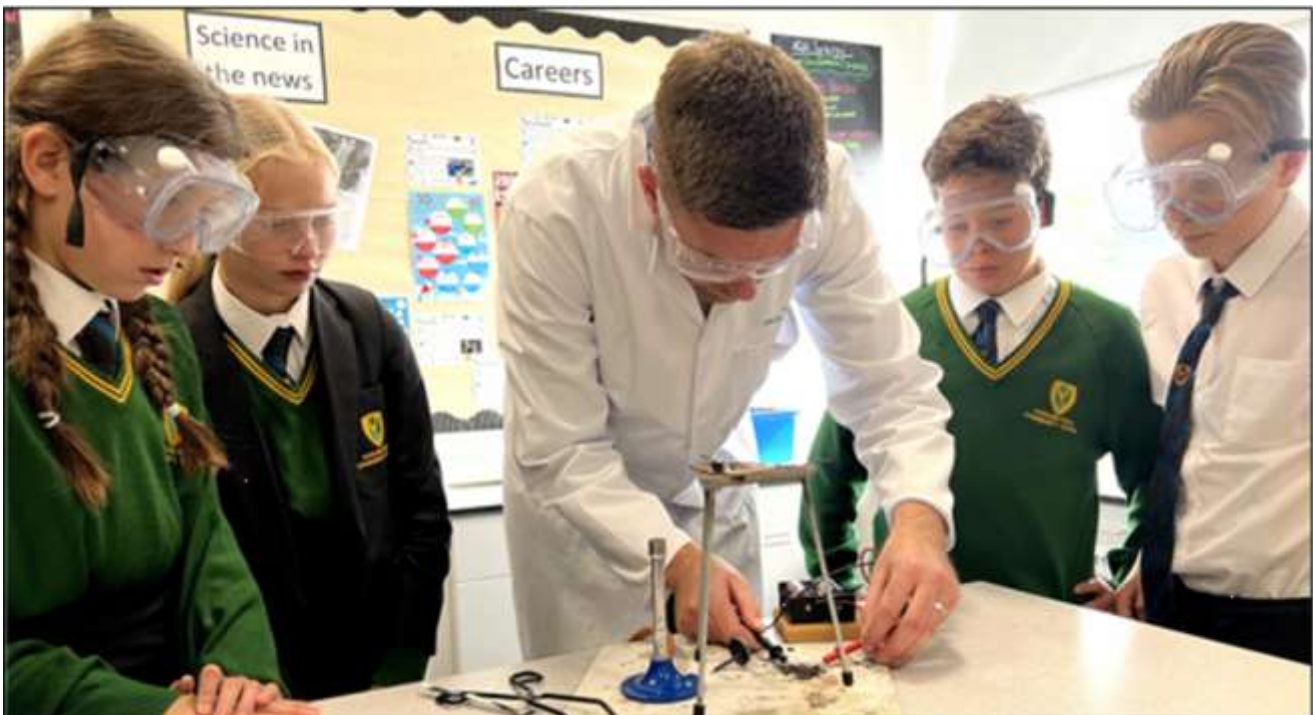
Career development and progression for those staff with leadership aspirations is prioritised and the school has a strong track record of supporting colleagues in achieving their career goals.

All staff are highly valued, with wellbeing represented as a standing agenda item on all meetings, and working groups regularly meeting to review common practices and workload considerations.

# Benefits of Working at HRCS

The school also provides the following benefits:

- Working within an idyllic rural setting
- Welcoming environment
- Competitive Salary
- CPD Prioritised through Appraisal
- Reduced Directed Time (50 hours)
- Staff Loyalty days
- Paid leave for key life events
- Schools UK Health Insurance
- Wellbeing weeks—3.30pm closure
- Comprehensive Induction
- Personalised CPD
- Aspirational Leadership Support
- Funded NPQ's/Higher Level training
- Access to Teacher Training
- Small Class Sizes
- Headteacher & SLT open door policy
- SLT Staff Wellbeing Champion
- Staff priority in school admissions
- Access to school car
- Electric Car Chargers
- Free Parking
- Free Duty Meals
- Free Tea and Coffee
- Sick Pay
- Pension Contributions
- Support Line
- Occupational Health Support
- Staff Social Events
- Staff wellbeing & workload group
- Kent Rewards



# Job Description

## **Post Title: Premises and Transport Assistant**

This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

### **Job Purpose**

As the premises and transport assistant at Hadlow Rural Community School, you will be responsible for ensuring high standards of maintenance, cleanliness and security across the school and grounds at all times. You will also be responsible for safely transporting students to and from school while driving the school bus.

### **Areas of Responsibility and Key Tasks**

- To ensure the premises are opened and closed at agreed times ensuring the building and perimeters are secure.
- Set up areas for internal and external functions as required, moving furniture equipment and supplies around the premises.
- Ensure that regular maintenance takes place, and the site always remains clean and accessible.
- Carry out statutory compliance checks including fire alarms, water testing, and room audits.
- Carry out repairs and maintenance across the premises when required.
- Submit maintenance requests and place orders when required.
- Carry out regular Health and Safety checks.
- Carry out regular risk assessments and keep appropriate records.
- Ensure that dangerous substance and equipment are used and stored safely, in accordance with COSHH regulations.
- Checking and maintaining outdoor areas including courtyard, playground, field and teaching spaces.
- Organising the removal of rubbish from the site.
- To be a key holder and respond to emergencies out of school hours.
- To drive the school bus as part of each arranged shift.
- Help manage school lettings including evenings and weekends.
- Carry out external visits that may be required, such as collecting small parts at short notice.
- Liaison with cleaning staff to ensure they have the materials and equipment to carry out their cleaning roles.

# Job Description

## **Post Title: Premises and Transport Assistant**

- In conjunction with the premises manager organise external contractors to undertake maintenance work that cannot be carried out in-house.
- In conjunction with the Facilities Manager, manage the activities of the department to make the most efficient use of the resources available, ensuring a safe working environment is maintained.
- To always contribute and promote safeguarding to ensure the safety and security of our students.
- To undertake such other duties as may reasonably be required if the post holder.

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher.

# Person Specification

## Post Title: Premises and Transport Assistant

	Knowledge & Skills	Essential	Desirable
1.	Awareness of Health and Safety Procedures	√	
2.	Ability to both lead, in the absence of the premises manager and work as part of a team.	√	
3.	Ability to ensure that the highest standards of quality and customer care are achieved	√	
4.	First aid trained desirable		√
5.	Basic understanding of plumbing and electrical with a good desirable, understanding of DIY		√
6.	Ability to maintain a calm approach to the many demands of school life	√	
7.	Working knowledge of Microsoft Office (Word, Excel and Outlook).	√	
8.	Driving license is essential, PVC license is desirable, but training will be provided.	√	
	<b>Personal Qualities</b>		
1.	Strong verbal communication and interpersonal skills.	√	
2.	Excellent organisational skills.	√	
3.	Ability to work using own initiative.	√	
4.	Flexibility in approach to work	√	
5.	Ability to prioritise workload and delegate work accordingly	√	

# How to Apply

## **Finding out more about HRCS:**

We know that applying for a position and starting employment at a new school can be a big step, and therefore it is very important for us that candidates have a good understanding of our school and are able to make a judgement, for themselves, on the excellent working environment and the support provided at HRCS.

We are therefore always extremely happy to provide personalised tours of the school and arrange opportunities to meet staff and students to ask questions and support your interest in working at HRCS.

Similarly, should you require any further details on any role within the school or would like an informal discussion with the Headteacher, please contact the PA to the Headteacher via email on [Heidi.Whitmore@hrcschool.org](mailto:Heidi.Whitmore@hrcschool.org) or via 01732 498120.

## **Applications**

If you wish to apply to join Hadlow Rural Community School in the next phase of its exciting future, the school website [www.hrcschool.org/Staff/Vacancies/](http://www.hrcschool.org/Staff/Vacancies/) will provide further details and an application form. Applicants should send to school

- A fully completed application form
- A letter of application

A letter of application identifying how your knowledge, skills and experience meet the requirements of the Person Specification; and how you will contribute to making Hadlow Rural Community School an outstanding place of learning.

Letters should be addressed to the Headteacher and presented on no more than 2 sides of A4, font size 11. Please send this to: [HR@HRCSchool.org](mailto:HR@HRCSchool.org)

The deadline for applications is **9.00am, Friday 20th June 2026**



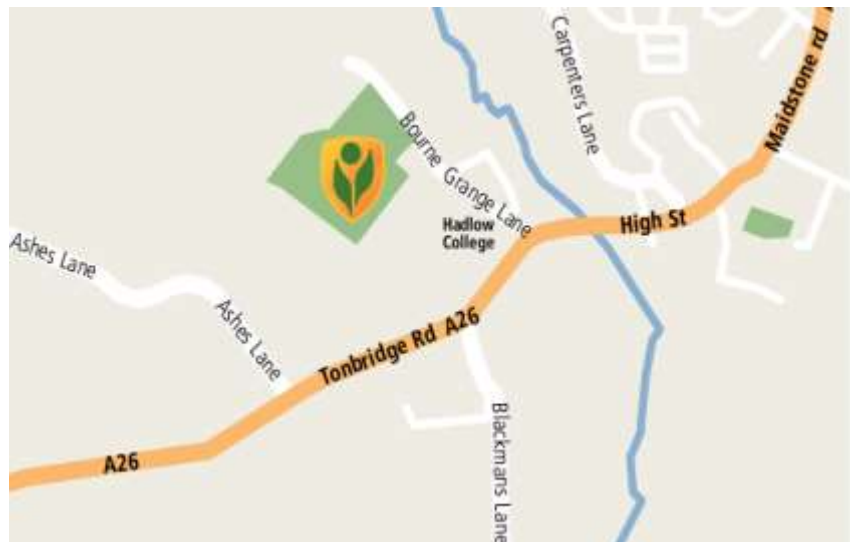
# Directions



Hadlow Rural Community School located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

**Address:**

Hadlow Rural Community School  
Tonbridge Road  
Hadlow  
Tonbridge  
TN11 0AU



**Contact:**

01732 498120 or [contact@hrcschool.org](mailto:contact@hrcschool.org)

**Driving**

The school can be accessed via the A26 Tonbridge Rd, supporting access via the M26 and M20 from the North and the A21 and A228 from the South.

**Rail**

Mainline rail services can be accessed at Tonbridge and Maidstone mainline stations, with Taxi and Public Bus provision servicing the Hadlow campus.

**Public Bus**

The school maintains its own bus service (HRCS 1), covering Hadlow, East Peckham, Kings Hill and Snodland. Other public services are available between Tonbridge and Maidstone.