



# Job Pack

## Facilities Assistant

**Location:** Sevenoaks and Tonbridge

**Start Date:** ASAP

**Grade:** Kent Range 4

Full Time Permanent Post



**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 1600 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 site in an Annexe at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites 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 this year. 99% of students achieved 5 GCSEs grades 9 to 4 (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 66.3% of our students achieving A\*-B grades. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

## 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 a Facilities Manager, three full time Facilities Assistants and one additional part time Assistant.

## The Post

<b>Job Title:</b>	Facilities Assistant	<b>Reports to:</b>	Facilities Manager
<b>Team:</b>	Facilities	<b>Start date:</b>	ASAP
<b>Grade:</b>	Kent Range 4	<b>Hours:</b>	To be confirmed

### Purpose

To undertake a range of facilities related duties to assist the smooth running of the School operations including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards including less obvious areas to the agreed standard; assisting with customer services including reasonable practical help. To keep abreast of developments in your area of responsibility, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

### Specific Responsibilities

#### Buildings, Grounds, Maintenance and Operations

- Ensure that the grounds are clean, free of hazards and maintained as required.
- Ensure all bins are emptied and litter is collected at least daily
- Support the Facilities Manager with supervising contractors undertaking work on school premises and the work of external cleaners, to ensure that terms of contracts are met and within budget and the highest possible standards of work, cleaning and hygiene are maintained throughout the school.
- Support the Facilities Manager with monitoring the condition, safety and security of the site throughout the term and during school holidays on a daily basis. Minimise the possibility of theft or vandalism and maintain the fabric of the buildings, thereby ensuring a safe and sound working environment for all stakeholders.
- Support the Facilities Manager with the ordering, maintenance and storage of materials and equipment and implement appropriate control systems for all stock items to facilitate the efficient operation of site maintenance, repairs and safety work.
- Support the Facilities Manager with the daily/weekly operations required to meet the needs of the school, third parties, and contractors throughout the term, at weekends and during the school holiday period, balancing requirements and priorities within available resources.
- Liaise with all school users to determine the facilities required hour by hour, day by day and then manage the daily/weekly operations as above.

- Support the Facilities Manager with maintenance work and minor projects and where appropriate utilise the Facilities team, to minimise expenditure on external contractors.
- Ensure that classrooms, the main hall, meeting rooms etc. are set up as required, following Internal Event Booking Form requests or responding to emergency events.

### **Health and Safety**

- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance.
- Supervise contractors while working on the school site operating a permit to work system as required.
- Report any hazards and or defects to the Facilities Manager as appropriate.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and shared with appropriate staff.
- Maintain plans of the building and grounds including locations of main electrical intakes, chemical storage, call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.

### **Security**

- Support Facilities Managers with the opening and closing of the school daily, at the agreed times, ensuring that the school is available for evening and weekend use as required.
- Be a main key holder for the school site and live within easy access of the school. Liaise with the security company or local police station as appropriate. Control allocation of users, keeping accurate and up-to-date records of key holders for routine and non-routine opening. Ensuring adequate key holder cover during holiday periods.
- Be responsible for general security and access control at all times

### **Cleaning**

- Check the site daily and ensure that all areas of the building are clean and ready for use, liaising with the cleaning contractor to undertake periodic cleaning for specific functions.
- Ensure that any spillages are mopped up promptly and that any bodily fluids are cleaned up as soon as practical.
- Ensure immediate removal of any internal and external graffiti.
- Ensure that all refuse is disposed of promptly and in accordance with legislation

### **Event Set up and Support**

- Support Administration and IT Teams with all school event set ups.
- Ensure rooms are set up in a timely fashion.
- Manage traffic/car parking during large scale events.
- Work with teachers and events team to forward plan for big events.

## About You (Person Specification)

Qualifications	Essential	Desirable
NVQ Level 2 or equivalent or relevant experience	✓	
Relevant Health & Safety qualifications and/or willingness to undergo training		✓
First Aid qualification (or willing to undertake training)		✓
Experience		
Understanding of heating and electrical systems		✓
Building maintenance (ideally within an educational setting)		✓
IT packages including Building and H&S Management Systems		✓
Skills & Knowledge		
Driving Licence	✓	
Able to communicate effectively, orally and in writing	✓	
Strong ICT skills	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Understanding of health and safety requirements, ability to recognise and take action to avoid potential risks under H&S legislation and Fire Regulations	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Practical skills: painting, decorating, joinery, plumbing and basic electrical	✓	
Ability to recognise problems and potential problems with buildings	✓	
Personal Attributes		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal and negotiating skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
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	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 4: £17,498 – 18,611

### Benefits:

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

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 [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: Tuesday 28 January 2020, 12pm

Interview day: To be confirmed

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

*The Governing Body 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.*

