



The Tiffin Girls' School

Premises Officer

Information Pack for candidates
June 2018



The Tiffin Girls' School

Richmond Road Kingston upon Thames Surrey KT2 5PL
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Headteacher: Ian Keary

Dear Applicant

Premises Officer post at The Tiffin Girls' School – June 2018

Thank you for your interest in the post of Premises Officer at The Tiffin Girls' School. We are looking for someone who is reliable and ideally experienced in security or site maintenance.

The school is one of the top state schools in the country and in 2017 achieved some wonderful results:

- GCSE: 69% A* and 92% A*& A, Progress 8 1.21
- A Level: 32% A* and 93% A*-B

I was drawn to the Headteacher post here two years ago because of the wonderful culture and ethos that permeates this remarkable school. Whilst academic excellence is highly valued, so is the all-round development of the student, and I believe that, the performing and creative arts, sport, student leadership, debating, Young Enterprise, Duke of Edinburgh and other extra and co-curricular opportunities all play a significant role in supporting our students to hone different skills, experience new challenges and develop social and cultural capital.

When I joined the school in January 2016, I asked the staff to share with me what they thought was special about The Tiffin Girls' School, and below are some quotes that for me continue to capture the spirit of the school:

- *The attitude and behaviour of the girls - their willingness to throw themselves into everything with enthusiasm*
- *The students' eagerness to learn, their curiosity, how they embrace challenge*
- *The students (friendly, eager to learn). The staff (supportive, friendly, professional)*
- *The students are driven and love learning. The staff are exactly the same.*
- *The girls' enthusiasm for giving anything a go - being open to new ideas, being open to love something that is hard or not obviously lovable*

The girls take centre stage, and rightly so, as they prove themselves to be bright, articulate, friendly, assertive, caring and highly motivated young women who leave us in Year 13 to go on to a hugely impressive range of destinations.

The school's motto is *sapere aude*; 'Dare to be wise', and we promote that with the students, challenging them to be the very best version of themselves by:

- demonstrating intellectual curiosity
- taking responsibility for their learning - being self-motivated
- thinking creatively and critically
- going beyond the norm - trying something new
- having the courage to take risks and fail
- reflecting and learning from mistakes
- articulating and expressing their own thoughts and ideas

Every member of this community is committed to safeguarding and promoting the welfare of all our students. We demonstrate our commitment through:

- maintaining an attitude of 'it could happen here';
- when concerned about the welfare of a child, always acting in the interests of the child;
- establishing and maintaining an ethos where students feel secure and are encouraged to talk and are always listened to;
- ensuring that all students know there is an adult in the school whom they can approach if they are worried or in difficulty; and
- including in the curriculum opportunities which will equip students with the skills and knowledge they need to stay safe from harm, to make informed decisions and to know to whom they should turn for help.

I hope that you are excited by what you read and see on the school's website, and that the opportunity to contribute in such a direct way is an appealing one. I look forward to receiving your application.

A handwritten signature in blue ink that reads "I. Keary". The signature is written in a cursive style with a horizontal line underneath the name.

Ian Keary
Headteacher



Our School

The Tiffin Girls' School, a selective state school and stand-alone Academy, is a vibrant and happy community where the girls take centre stage. The school is currently home to 1,113 girls, aged between 11 and 18, and for over 138 years has been providing an education where girls can live up to the school's motto *sapere aude*; 'Dare to be wise'. The school prides itself on encouraging girls to aspire to excellence in everything they do, whether that be: academic excellence, a passion and enthusiasm for the creative and performing arts, sporting prowess, or student leadership. A broad and challenging curriculum sits alongside a stimulating and rewarding range of extracurricular activities, many of which are student-led, and these elements of school life combine to develop inquisitive, confident, dynamic and successful young women ready for their future lives as global citizens.

The girls achieve highly because they are incredibly motivated, hardworking and focused. It is, however, the caring and strong pastoral system, complemented by the development of strong friendship groups, which makes them feel happy and safe, allowing them to flourish in their time here. The school also benefits greatly from a very positive relationship with parents, working together in our common aim which is to encourage and support the girls.

The school is a six form entry selective school, having expanded from five forms of entry in September 2016. As of September 2017, we have 180 students in Years 7 and 8, and 150 each in Years 9, 10 and 11, with over 300 in the Sixth Form.

There are spacious yet functional premises, which provide extensive facilities in all areas of the curriculum. Specialist teaching areas include thirteen science laboratories, three art rooms, one of which is a fully equipped ceramics room, a drama studio, Learning Resource Centre (with additional computers), music suite and a computer suite of two computer rooms, with bookable laptops and clusters of machines in design technology, music and science. There is a large assembly hall, a separate dining hall and two gymnasias. Sports facilities include an astro turf, resurfaced netball and tennis courts.

The school's proximity to London makes it possible for students of all ages to attend concerts, plays, theatre workshops, lectures, exhibitions, one-day conferences and international matches. The school makes good use of this facility as trips and activities outside of school form an essential part of the students' educational experience.

Parental contributions and fundraising have greatly enhanced the accommodation in the school. In the recent past, two new classrooms, a learning resources centre and two science laboratories, have been added thanks to our parents.

Staff

The strong team of highly qualified staff has extensive and varied experience. Both teaching and non-teaching staff share a commitment to high standards of learning, discipline and care for the personal wellbeing of each student. Good liaison is cultivated with local feeder schools, community services, employers and with universities.

Opportunities for professional development are essential and care is taken to ensure all staff have access to training and new experiences through a comprehensive and personalised programme of CPD - both elective and directed. Based on the needs identified by appraisal and teaching and learning reviews, and underpinned by current research, our CPD programme offers bespoke pathways to development. Staff are encouraged to join working parties, recent groups focused on Assessment, and Teaching & Learning.

The impact of working party research or action is evaluated at the end of each year and reviewed for the following year. There is a well-developed programme of induction for all new colleagues and newly qualified teachers.

There is an active staff association, which arranges social activities throughout the year.

Admissions

The school operates a two stage testing process for admission to Year 7. The Determined Admissions Arrangements for 2018-19 are available to read on the website. For admission in 2018-19 the Stage One Test will consist of an English paper and a Maths paper and both will be multiple-choice style tests. The Stage Two Test will test the core subjects of English and Maths.

The Governors have recently changed the admissions criteria, promoting greater social responsibility by giving a priority to local girls, and those living locally who are from a disadvantaged background.

We anticipate continuing to be heavily oversubscribed each year, receiving a large number of applications from academically able girls.

Curriculum

The school provides a wide range of subjects that meet the learning and destination choices of our highly able students. Lessons are taught in one hour periods over a 25 period week.

Our Key Stage 3 curriculum develops students' knowledge, skills and understanding, and lays the foundations for the courses students will then follow at Key Stage 4. All subject areas are enriched with a wide range of creative and stretch and challenge opportunities that are designed to enable students to reach their full potential.

In Years 10 and 11, subjects are taught across two periods per week. The exceptions to this are Maths (three periods per week) and English (four periods per week). The core curriculum includes English, Maths, Biology, Chemistry, Physics and a language with students then choosing four further options. All students receive PE as part of their broader curriculum.

In Years 12 and 13, subjects follow A Level specifications with the exception of Music, which currently follows the Pre-U course. Students choose four subjects to begin their studies, with most then choosing to continue three to full A Level in Year 13. Following their AS exams in Year 12, students are given the opportunity to study the Extended Project Qualification (EPQ). Further details on options at GCSE and A level are available on our website.

In Year 12, we combine with Tiffin School for a joint programme of activities designed to broaden their education. The girls enjoy this social link with the boys' school.

Staff care passionately about the students, and we are acutely aware of the pressures that many high achieving girls face. We have therefore developed a comprehensive evidence based PSHE curriculum, one period a week, which has been specifically written for our context.

Sixth Form

Sixth Form students have many opportunities to enrich their educational and social experience over the two years and many participate in charity and not for profit enterprises. They compete at national level in the Young Enterprise Company Programme (UK winners 2013), enrol on the Duke of Edinburgh Award Scheme Silver and Gold awards, and take part in debating, university challenge, Model United Nations and a wide range of other clubs and societies. Alongside this, the girls are encouraged to conduct work experience to support their personal development and UCAS applications.

Student leadership is actively encouraged and many Sixth Form students are school officers, prefects, subject associates and mentors for younger students in the school. Sixth Form students, for example, mentor and coach a large number of students in debating clubs covering all three key stages; all year groups compete in local and national competitions such as ESU and University Schools events.

While many of our students go on to Oxbridge and other Russell Group universities, a small number are choosing to study abroad gaining places at Harvard, New York and Washington State universities.

Location

The school is located in spacious and attractive grounds in a pleasant residential area which is bordered by the River Thames and Richmond Park. It is situated on the northernmost edge of the Royal Borough of Kingston upon Thames with easy access to road and rail networks. The nearest railway stations are at Kingston upon Thames (Zone 6), a fifteen minute walk away, or Richmond upon Thames.

Safeguarding at The Tiffin Girls' School

In support of our safeguarding commitment, we undertake rigorous employment and Disclosure and Barring service checks on appointment. We provide regular safeguarding training and expect staff to be aware of, understand and act in accordance with school policies. On appointment, staff will be asked to sign up to our E-Safety, Health and Safety and Safeguarding policies and manual. In addition, on appointment, all staff are required to sign their agreement to complying with the school's Code of Conduct. If any of the above raises any queries when you are considering your application, please do not hesitate to contact Kirstin Stansfeld, HR Director on recruitment@tiffingirls.org.



JOB DESCRIPTION: PREMISES OFFICER

POST TITLE	Premises Officer
GRADE	D
RELATIONSHIPS	<ul style="list-style-type: none"> • Responsible to Senior Caretaker and Operations Director
MAIN PURPOSE OF JOB	<ul style="list-style-type: none"> • To ensure the general security and maintenance of the school site, ensuring that it is maintained in a safe, clean and secure condition and undertaking such tasks as may be necessary for effective site maintenance.
Main Responsibilities	<ul style="list-style-type: none"> • to act as a key-holder and control site keys, and routine and non-routine opening • ensure security alarm, fire alarm and fire-fighting equipment are regularly inspected and tested, electrical appliance inspections are carried out, and any compliance failure are immediately reported to the Operations Director • where identified as an internal task, carry out or oversee any alterations, redecoration, building and maintenance works or specialised repair work as directed by the Senior Caretaker • liaise with contractors and be available for duty, accepting responsibility during periods of when contractors and suppliers need to be on site – subject to reasonable notice being given • assist the Senior Caretaker in maintaining responsibility for the building management system, lighting control system, JELs , flood lights, timers, security systems, AV equipment in the hall and W02 personally undertake minor repairs and maintenance tasks, which are within their competence and identified as such, arranging for other repairs to be carried out in conjunction with the Senior Caretaker and/or Operations Director • setting up or rooms and equipment for school events (eg exams, concerts, assemblies), and setting down after the event • in conjunction with the Senior Caretaker ensuring the effective maintenance and efficient functioning of the school’s heating and utility systems and services including provision of meter readings • ensuring that all school buildings and grounds are cleaned to agreed standards (personally undertaking cleaning and/or litter picking where needed to ensure this) • assist in organising and/or personally undertaking the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand • ensuring that deliveries to the school are correctly accepted (via Reception), securely stored, and distributed • report any breaches of security and ensure that any resultant damage is remedied properly and promptly

	<ul style="list-style-type: none">• ensure, in conjunction with the Senior Caretaker and Operations Director that all health and safety procedures and requirements are being met, so recognising the health, safety and welfare of all premises users and visitors, including contractors• assist the Senior Caretaker in ensuring all required risk assessments are carried out and completed, and that action is taken where necessary• ensure that appropriate signs and notices are displayed• assist in ensuring that the required procedures for reporting of incidents, including accidents are fulfilled• ensure that school safeguarding policies and procedures are followed with respect to the supervision of contractors• ensure that financial procedures and activities are carried out in accordance with school policies and procedures such as taking meter readings and placing purchase orders ensure that best value principles are followed• work outside of normal school working hours for extended school activities, lettings, school events and emergencies as required – liaising with lettings staff as necessary• participate in an out of hours telephone and call out rota• participate in school emergencies as required – following school policies and procedures• attend training sessions and meetings as required• keep up to date with relevant legislation and regulations including health and safety, Control of Substances Hazardous to Health (COSHH) developments and communicate relevant information to staff <p>To perform any other duties as may reasonably be required by the Headteacher which are considered to be commensurate with the job purpose and grading of the post.</p>
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Premises Officer – Person Specification

Criteria (1 = Essential, 2 = Desirable)	
EDUCATION	
GCSE or equivalent in English and Mathematics equivalent experience	2
EXPERIENCE	
Working in an educational environment	2
Maintenance experience preferred	2
SKILLS / KNOWLEDGE / ABILITY	
Ability to keep the school site secure – locking/unlocking site, checking security when locking school (eg ensuring all windows all closed etc), setting alarm system.	1
Be prepared to work flexibly, occasionally working early shifts and/or evenings and weekends	1
Ability to complete physical tasks in a timely, accurate and organised manner eg setting out chairs for assembly, setting up exam rooms exactly to the plan drawn up by the Exams Officer, litter picking and emptying bins, sweeping, weeding and cleaning paths (removing snow, ice and water when necessary), and carrying out cleaning tasks if a cleaner is unavailable.	1
Ability to work safely at heights (using a ladder or scaffolding) [training will be provided]	2
Demonstrate good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, visitors and suppliers/contractors – using information technology as needed in the role	1
Ability to safely complete manual handling tasks (lifting, moving and storing objects) [training will be provided]	1
Use of wide range of machinery/equipment to carry out day to day basic maintenance of school site and equipment eg repairs to fixtures and furnishings, painting and decorating	1
Ability to accurately carry out tasks such as meter reading and stock checks, and maintain accurate and timely records as required by the role	1
Understand and demonstrate the ability to apply Health and Safety procedures relevant to the role eg manual handling, safe use of machinery and equipment	2
Ability to deal with everyday problems: to identify which problems should be referred to a supervisor, which problems can be dealt with, and which situations are an emergency	1
PERSONAL QUALITIES	
Initiative and ability to prioritise own work	1
Ability to follow direction and work in close collaboration with Senior Caretaker and Operations Director	1
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	1
Committed to equality and diversity	1
Ability to work flexibly to meet deadlines and respond to unplanned situations	1



Benefits of working at The Tiffin Girls' School

All of our employees enjoy a range of benefits:

- Pleasant working environment on the outskirts of the busy town of Kingston upon Thames with easy access to London and the surrounding Surrey countryside
- Free on-site parking
- Cycle to Work Scheme
- Childcare Voucher Scheme
- Enhanced maternity benefits and consideration given to flexible working where possible
- Free at the point of use counselling
- Free tea and coffee in the staffroom with regular 'treat days' eg Fruit Friday
- Membership of the Local Government Pension Scheme
- Generous annual leave entitlement – 23 days' paid annual leave (to be taken during the 13 weeks of school holidays)