

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of a Marshal

Full Time, All Year Round





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-

resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, will



be completed in summer 2019.

The school's strategic plan Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school). This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school.

All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: www.sevenoaksschool.org

The Role

We have an opportunity for a full-time, all year round shift marshal in the Operations team. The main part of this role is to maintain the security of the school site by opening and closing the site, as well as dealing with internal and external mail, including parcels, managing the school car parks and providing general support to school staff as and when required, including manual handling.

Reporting to

This role will be part of the newly formed Operations team and will report to the Health & Safety and Operations Manager.

Key Responsibilities

The role would require carrying out the wide ranging duties of a school Marshal which include the following:

- Maintain the security of school premises, unlock and lock buildings and perimeter gates, activate and de-activate alarm



systems, check CCTV.

- Help maintain the safe operation of school premises by regular patrols of the school site, including, where appropriate, inside buildings, and noting and reporting any problems, and resolving them yourself immediately if able to do so.
- Operate the local crime reduction partnership radio when required.
- Report any health and safety concerns and irregularities to the Health & Safety and Operations Manager.
- Working with the cleaning supervisor, monitor the school's own cleaning team to ensure timely arrival and departure.
- Sort and distribute incoming mail.
- Collect, process and frank outgoing mail from staff offices located around the site.
- Check and accept deliveries of parcels and equipment. Promptly deliver the same to departments or to a secure store.
- Ensure safe working practices are maintained, in line with current Health & Safety Regulations.
- Provide prompt, polite and helpful assistance to colleagues, visitors and pupils.
- Advise the Estates Department of defects and damage via the Quadpro reporting

system.

- Maintain the daily log book of checks and occurrences.
- Understand and, where necessary, operate the call out procedure for services i.e. plumber, electrician, foreman, estates manager etc.
- Help maintain the school rules of dress and conduct, reporting offenders to their tutors.
- Escort and bank cash/cheques on behalf of the Director of Finance / Finance Department.
- Drive school vehicles (the ability to drive and possession of a licence is essential).
- Drive minibuses (being in possession of a D1 is essential, although on the job training will be made available to the right candidate).
- Visit local shops to purchase / order / collect goods.
- Attend Leavers Day and Founders Day (compulsory whether on duty or not).
- Help, direct and advise with car parking.

Additional duties to the above for the working shift 1600 to 2359 hours:

- Keep in contact with duty mobile telephones and ensure that they are



operational at all times.

- Respond promptly to activated alarms and other emergencies.
- Liaise with and supervise access to school premises to outside users who have hired the school's facilities.
- Regularly patrol the School premises (in all weathers) with a keen eye on security.
- Check minibuses are secure and lights are off.
- Visit the Sennocke Centre and The Space (Performing Arts Centre) and assist the receptionist when they close.
- Periodically collect pupils' bags which have been left on campus, depositing them in the Lost Property office and record names of offenders.
- Secure all gates and buildings at published times.
- Remain on call from 00.00 to 06.00.

Notes on Key Responsibilities

It can be seen from the above that the Marshal's duties are wide ranging. Each Marshal is expected to undertake all of the work involved in the post willingly, efficiently and with a "hands on" approach.

Marshals are responsible people who can be

called upon by staff, pupils, parents and visitors for help and advice. There will be times when such requests will be urgent and the Marshal would be expected to respond to such calls in an appropriate and efficient manner.

In the event of serious incidents or emergencies, the Marshal should expect to be called upon to respond, even if officially off duty.

The Marshal, in undertaking the above duties will act at all times with integrity and confidentiality, in particular, when handling documents or papers of a private or sensitive nature. They will not consume alcohol when on duty, or when on call.

When on call, the Marshal will not leave home except while on site within the School or unless instructed to do so by the Health & Safety and Operations Manager or a member of the School's Senior Management Team.

When on call and on duty at all times when the School switchboard is shut, Marshals must maintain contact with the mobile telephone. Therefore it is part of the role to ensure that the mobile telephone is always fully operational i.e. by ensuring that its battery has sufficient charge at all times.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities



and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Role Requirements

- The Marshal is required to become first aid and defibrillator trained, for which an allowance is paid.
- The Marshal will need to undergo the appropriate theory and practical training and assessment programme to obtain a PCV D1 qualification at the school's expense (unless already qualified) to allow them to drive the school minibuses, with passengers.
- Due to the heavy lifting required in the role, Marshals need to be physically fit with an ability, and a willingness, to carry out manual handling (training must be attended).

Person Specification

To be successful a candidate must:

- be self-driven with high standards of quality and an ability to learn and understand the

needs of the school.

- Have maturity in their outlook and be comfortable in dealing with all types of staff, pupils and visitors, including VIPs.
- be reliable and excellent time-keepers.
- have strong verbal communication skills.
- be able to work as part of a team.
- have an ability to work extended hours on a shift pattern (see below).
- have a clean, or near clean, driving licence.
- have the ability to plan their own workload and forward plan.
- be able to use Microsoft office products including Excel, Word, the Internet and school email system.
- have basic numeracy and literacy skills.
- have an interest in Health and Safety regulations and be willing to be trained in their practical applications.

Working Hours

The Marshals work on a rotating shift system, working an average of approximately 45 hours per week. Shifts are undertaken between the hours of 06:00-23:59.

The current shift patterns are as follows, although these may be subject to variation,



according to the school's requirements:

Monday to Friday

Shift 1	0600-1400
Shift 2	0800-1600
Shift 3	1200-2000
Shift 4	1600-2359 **

** When on Shift 4 the duty Marshal is then on call immediately afterwards from 2359-0600).

0600 Saturday-0600 Monday

Weekends are worked on a rota basis (1 in 4 i.e. 13 weekends per year) either on duty and/or on call.

The individual who is working Shift 2 i.e. 0800 to 1600 on the Monday to Friday also covers 0730 to 1530 on the Saturday of that week.

Please note that the shift pattern will be different when only three Marshals are available, e.g. due to holiday or absence.

Remuneration

Salary is likely to be not less than £23,300 with the potential for an additional accommodation allowance of over £2,500 p.a. and a first aid allowance of £252 p.a.

Benefits

- Membership of the school's fitness centre.
- School fees remission for children of the job

holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

- The holiday entitlement is 28 days per annum, including statutory public holidays. Holidays must be agreed in advance and it is expected that holidays will normally be taken during the school holidays.
- Membership of the school's defined contribution pension scheme is available (includes life assurance). Staff who choose not to join the GPP, but who meet the eligibility criteria for Auto-enrolment, will be automatically enrolled into the School's Auto-enrolment pension scheme, after a three month deferment period.
- Life Assurance.
- Cycle to work scheme.
- Voluntary benefits scheme.
- Employee Assistance Programme.
- Clothing & Equipment to be provided by the school (2 blazers and 2 pairs of trousers plus suitable warm and wet weather clothing provided on appointment; thereafter, one pair of trousers annually. Other articles are replaced when necessary).

Accommodation

Due to the need for the job holder to be flexible



and available at short notice, the successful candidate would ideally live within 10 minutes of the school. This however should not act as a bar for application, as if the ideal candidate lived further away than this, then we could explore possibilities around supporting a move to more local accommodation.

Holidays

Twenty-eight days paid holiday, including statutory public holidays. For the purposes of calculating holidays, working Saturdays and Sundays are included.

A Marshal will be on duty/call for a minimum of 1 in 4 bank holidays (including Christmas Day). For each Bank holiday worked the equivalent day's holiday will be given in lieu.

Holiday plans must be agreed in advance with the Health & Safety and Operations Manager.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the Human Resources Office at personnel@sevenoaksschool.org or telephone 01732 467740 if you have any questions about a completed application.