

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Appointment of a Handyperson (Full-time, All year round)







## The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA.

About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

## The Department

The Estates Department, under the Estates Manager, is responsible for the efficient management, maintenance, repair and improvement of all school property, grounds and gardens, together with repair and replacement of furniture, furnishings and equipment. There are a total of eleven employees in the maintenance team covering a wide range of skills, plus grounds and gardening staff.

## The Role

The Handyperson is responsible to the Estate's Supervisor for carrying out repairs, maintenance, and general tasks such as responding to requests to transport deliveries and furniture throughout the school.

## Responsibilities

- To carry out day to day maintenance tasks as well as undertaking pre-planned maintenance and repair works as directed by the Estates Supervisor or Estates Manager. These will include:
  - replacing broken ironmongery, ease and adjust doors and windows;
  - redecorating of classrooms and offices;



- installing school whiteboards and noticeboards;
- delivering new items of furniture to varying parts of the School, unwrapping and positioning as requested, and removing old furniture to the Estates yard for disposal;
- assisting with setting up for school events;
- operating mobile elevating work platforms and erect/use tower scaffolding in support of maintenance tasks, and for other tasks as directed (professional training will be provided).
- To carry out additional duties required as part of the Estates Department as directed by the Estates Manager, or Estates Supervisor.

## Qualifications/Experience

- Good multi-trade repair skills and experience
- Full driving licence
- Painting and decorating skills desirable

## Personal Qualities

- A positive can-do attitude
- Willingness to undertake a variety of tasks

- Helpful, adaptable and flexible
- Good communication skills
- Be self-motivated, able to work alone and as part of a team
- Ability to work at heights

## Special Role Requirements

- At times, the role may require heavy lifting

## Accountability

The Handyperson will work under the supervision of the Estates Supervisor or Estates Manager. However, he/she will have contact with all staff across the site.

## Hours of Work

The basic hours are 8.00 am to 4.30 pm, Monday to Friday. In addition, the Handyperson will also be required to join the on call rota (maximum of 1 week in 6) to be available to attend site to deal with out-of-hours estates related emergencies.

## Salary

Salary will be commensurate with experience and qualifications, but will be in the region of £24,000 per annum.





## Holidays

Holiday entitlement is 28 days paid holiday per annum, including public holidays. All holiday needs to be approved in advance by line management. The holiday year runs from 1st January to 31st December.

## Pension

Membership of the support staff Group Personal Pension Scheme. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel Department.

## 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 a medical examination by the applicant's G.P. 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 can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at [personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.