



KING'S HOUSE SCHOOL
RICHMOND

Premises Assistant



Welcome from the Head

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where pupils can thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are investing in our facilities to ensure an inspiring education for students for many years to come. In September 2024, the school moved to coeducation with girls currently in over half of our year groups.

I hope this provides you with a flavour of what life is like at King's House School, with a staff team who develop enthusiastic young people who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner

Head



King's House School

King's House School was founded in Richmond in 1946 and has been a boys' prep school since then until September 2024, when girls joined for the first time as we move to co-education. The school operates on three sites in or around Kings Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for pupils from Year 4 to Year 8) is at 68 Kings Road, the Junior Department on its own site just down the hill, and the Nursery around the corner on Princes Road. The school also has a 35-acre sports ground just over Barnes Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, two 3G pitches and all-weather pitch.

All children in the Nursery are guaranteed a place in Reception, and there are also small intakes at Years 3, 4 and 7. Pupils generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Hedgehog Class (rising 3s), are based on the top floor and Squirrels and Rabbits Class (rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery, and the ground floor has an additional Woodland Library also used for small group activities and specialist teaching. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music, Drama and Computing departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry to Reception with about forty children in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum, but pupils do have lessons with specialist teachers for Music, languages, PE and Games and Computing. All children take swimming lessons at a local pool from Years 1 - 3, and the Early Years and Key Stage 1 regular use The Nest, the outdoor learning area the Sports Ground. Pupils have Games lessons at the Grounds from Year 1 once a week, and twice a week from Year 3.

Pupils move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, Astro turf pitch, two computer

rooms, two science laboratories, a new design technology room and music area. There are three forms in each year group. Forms are mixed-ability in Years 4 - 6 with some subjects setted, and streamed in Years 7 and 8. Pupils experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the pupils follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the pupils are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also outings for all years to enrich the curriculum, and from Year 3 residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class sizes means that we can get to know each child and identify their unique strengths, interests and passions.



The Role

An exciting opportunity has arisen to join our Estates team as a Premises Assistant. The role will provide efficient and effective caretaking support primarily to the School's Sports Ground based in Chiswick and additional support as required to the School site in Richmond.

This will include ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that our energy systems operate at optimum efficiency.

How to apply: please complete the application form on our website

<https://kingshouseschool.org/application-form/>

Closing Date: 13th October 2025

Start Date: 18th December 2025

- Salary: £27-29k per annum based on qualifications/experience
- Reporting to: Premises Manager
- Free school lunches during term time
- Contract type: Full time, permanent
- Holiday: 30 days per year, which will normally be taken during school holidays
- Pension: generous contributions to our Defined Contribution Scheme
- The role will include working roughly 1 in 4 Saturdays as part of a rota

We welcome early applications and will consider holding interviews before the closing date for strong candidates.





Job Description

Responsibilities

To include but not limited to:

- Maintain the security of the School
- Unlock grounds and unset alarm (depending on rota)
- Daily visual checks of property inspecting all appropriate areas
- Check all services areas are in working order e.g. heating, lighting, water
- Control stock of consumable items i.e.: cleaning and maintenance stock
- First line maintenance of fixtures and fittings - carry out repairs and maintenance of reported jobs eg clean up spillages, maintenance on door handles
- Plumbing – clearing blockages, drains
- Painting and decorating as required
- Ensure that planned preventative maintenance is completed as and when needed
- Ensure outside areas are kept neat and tidy
- Ensure safe access to the School particularly in adverse weather conditions (clearing snow, gritting)
- Assist with deliveries
- Liaise with contractors on site and oversee as required
- Organise and ensure rubbish prepared for collection
- Dispose of waste materials in a safe, hygienic manner
- Undertake portorage tasks as required including setting up and clearing away furniture
- Notify the Premises Manager immediately of problems that require action
- Carry out other duties as reasonably requested by the Premises Manager
- Able to liaise with parents, staff and students in a professional and courteous manner at all times
- Able to observe safe working practices at all times whilst carrying out the required duties
- Able to carry out any other reasonable duties within the overall function of the job



Person Specification

The ideal candidate will have some or all of the following:

- Previous caretaking/maintenance experience
- Painting/decorating skills
- Good communication skills, able to read and write in English
- Self-motivated with a positive attitude
- Confident working alone
- Willingness and a flexible approach to working hours and duties
- Basic knowledge of IT

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: towersey-veal.g@kingshouseschool.org or detail the adjustments in your application.





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