

SEVENOAKS SCHOOL

CAMPUS CLEANER





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 over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances

at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

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 several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE ESTATES DEPARTMENT

The Estates Department, under the Director of Property, 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 currently 13 employees in the maintenance team, working alongside electricians and plumbers in the Mechanical and Electrical team. There is a further total of 8 gardeners and grounds people working within Grounds & Gardens.

THE ROLE

This position covers a wide range of duties and skills, some of which are listed below. The applicant should be able to work unsupervised and plan work in terms of time and materials, in order to maximise efficiency. The Campus Cleaner should ensure that good Health & Safety practices are followed at all times and should be discreet, with initiative and able to get on well with the other members of staff.

REPORTING TO

This role reports to the Head of Gardens.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- General cleaning of site duties, including litter picking, emptying bins, sweeping, blowing and clearing storm water gulleys.
- Keep the site clean to a high standard and observing good practices.
- Collecting de-watered food waste from the

canteen for our compost program.

- Check and clean off any signage or bins that require it.
- Jet washing areas of the site that require it.
- Periodically assist the Grounds and Gardens teams in maintaining the site and sports facilities in the school.
- Follow Health & Safety procedures and safe working practices, appropriate to the task in hand.
- Report damage or breakages to the Head of Gardens promptly.
- Maintain a professional relationship with pupils at all times, observing good practice under the school's Child Protection Policy.
- Cover for colleagues who may be absent.

PERSON SPECIFICATION

ESSENTIAL

- Be reliable, punctual and proactive.
- Be flexible, adaptable, thorough and attentive to detail.
- Have good communication skills.
- A 'can-do' attitude with the personal drive to continue with a task until its completion.
- Ability to work under own initiative, dealing with any unexpected problems that arise.
- Willingness to take ownership of the work carried out.
- Be prepared to undertake additional training.



NOTE

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.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 07:00 - 15:00, all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times.

You may be required to work on Founders and Leavers Saturdays for up to 9 hours each day.

SALARY

A salary of £25,269 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum (excluding bank holidays)
- School lunch
- Free parking
- Membership of the school's defined contribution pension scheme is available
- Those staff who choose not to join the GPP but

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

- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

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 Safeguarding 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).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The



complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 23/02/2025 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

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