SEVENOAKS SCHOOL

FIRE SAFETY ADVISOR





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 ROLE

This role offers an exciting opportunity to be involved in many aspects of life at Sevenoaks School, providing support to all departments in relation to fire safety.

The aim of the role is to drive a positive safety culture, focused on ensuring the effective implementation of a comprehensive fire safety management system across all the school sites, properties and activities. Achieving this aim helps to ensure that the school is a safe place to study, work and live through compliance with legal regulations, industry standards and best practice guidance. The role will involve reviewing and developing relevant policies, procedures and systems, liaising with contractors and internal colleagues to monitor effective implementation and providing advice to ensure compliance and best practice.

This position will report to the school's Health and Safety Manager and work very closely with staff and teams across the organisation including Estates, Facilities, boarding and teaching. The ability to build strong relationships and work collaboratively is essential.

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:

- Support and promote the development of a positive safety culture within the school.
- Lead the continual review, development and implementation of the school's fire safety policy, practices and systems, in accordance with relevant legislation, standards and guidance.
- Oversee the maintenance of fire detection, control and other emergency systems, liaising with contractors and internal colleagues to ensure these remain operational and effective.
- Monitor fire alarm activations and faults, investigating issues and rectifying accordingly.
- Ensure Fire Risk Assessments, inspections and audits are regularly undertaken and track actions through to resolution.
- Review fire strategies for buildings, advising where improvements could be made to reinforce passive and active fire protection measures and to management systems.
- Review the legal requirements for the school as landlord of properties rented to staff and ensure these are met.
- Review and develop emergency evacuation plans and drills, ensuring these are effective, that results are recorded and any required actions are undertaken.
- Work with the local fire service to support their ability to access and attend to incidents that may occur on our site as well as to be a point of contact for relevant fire safety enforcement agencies.
- Coordinate fire safety training for staff, including general awareness, use of extinguishers, fire wardens and for others who may be involved in managing incidents.



- Support senior colleagues with critical incident planning and recovery.
- To investigate any fire-related incidents and prepare reports and recommendations coming from the investigations.
- Provide fire safety advice on specific activities, such as theatre productions, educational trips and events.

PERSON SPECIFICATION

The person specification below is related to the requirements of the post as determined by the job description. Short listing is carried out based on how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

ESSENTIAL

- Strong experience of managing fire issues in a complex environment.
- Comprehensive and up-to-date knowledge of legislation, standards and best practice in fire safety.
- A proven track record of providing practical solutions to fire-related issues.
- Strong IT skills e.g. use of Microsoft Office programmes.
- Strong communication skills, both written and verbal, including the ability to write and present reports.

DESIRABLE

- Qualification from a suitable professional body such as the Institute of Fire Engineers.
- Experience of working in a school.
- Experience of working with students, or young people of a similar age.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle 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, 40 hours a week, all year round, 52 weeks per year. The school's normal working hours are Monday to Friday 9am to 5pm but there can be some flexibility in line with the school's flexible working policy.

SALARY

A salary of £40,000-45,000 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, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- 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
- Access to Sevenoaks School Savers, a retail discount scheme
- Optional Benenden Health membership (employee funded)
- 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 29/11/2026 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.