



FARRINGTONS
SCHOOL

MAINTENANCE / MINIBUS ASSISTANT RECRUITMENT PACK



Hundreds of **individuals.**
One **community.**

WELCOME TO FARRINGTONS





Welcome from the Head

Farringtons is a truly remarkable school with both a rich history and an excellent grasp on the various demands of modern day teaching. Our dedicated and inspirational teachers are wholly committed to helping every pupil achieve their full academic potential, encouraging them to be independent, curious and creative. The school's

enhanced National Curriculum provides a great deal of breadth and it is a fantastic reflection on our pupils that the extra freedom they are given to undertake specialist subjects yields such commendable results year on year.

Equally, however, we believe strongly that learning should not be limited to the classroom nor measured solely by performance in exams. We place great emphasis on providing opportunities for pupils to pursue a wide range of extra-curricular interests, on developing the art of leadership, teamwork and those all-important soft skills. This is seen not only in sport but also in Music, Drama and the Arts as well as through our vibrant activities programme.

Underpinned by the school's strong Christian ethos, we also take great pride in the quality of our pastoral care and the excellent relationships which exist between staff and pupils. Being a co-educational school, with both day pupils and boarders who choose to come to us from all over the world, we are blessed with a very diverse and cosmopolitan community, something we consider to be a real strength.

Besides the beautiful buildings, outstanding facilities and expansive school grounds, which are an amazing asset given our proximity to central London, what invariably strikes visitors to Farringtons is the friendliness of everyone they meet and the sense of family. I hope that this Briefing Pack, as well as our website, gives you a flavour of what a special place this is and I very much look forward to receiving your application.

David Jackson
Head



THE BURSARY DEPARTMENT AT FARRINGTONS

The Estates team are part of the larger Bursary team at Farringtons School.

Farringtons employ around 100 support staff in total.

The Bursary team consist of:

- Accounts
- Admin Offices
- Catering
- Cleaning
- Estates
- Examinations
- Human Resources
- IT Dept
- Librarian
- Marketing
- Medical
- Minibus drivers
- Registrar / Admissions
- Reception Staff



APPLICATIONS

Thank you for your interest in Farringtons School. The post available is for a **Maintenance/Minibus Assistant**. You will be employed to work a 35 hour week all year round. Normal hours will be Monday to Friday 8.00am – 4.00pm or 9.00am - 5.00pm.

We are looking for a committed, reliable and experienced Maintenance/Minibus Assistant . There is a vibrant spirit of teamwork and co-operation within the school, and we are looking for a “can do” person who works both collaboratively and positively.

The core purpose of the role is to provide a comprehensive, professional service to the School. The successful candidate will be organised, reliable and have experience of working as part of a team.

In your letter of application please include the following points:

1. Your experience to date
2. What you can offer Farringtons School

Farringtons School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

If you would like any further information please do not hesitate to contact me. You may like to look at our website www.farringtons.org.uk as a further source of information.

Completed applications can be returned by e-mail to recruitment@farringtons.kent.sch.uk. Closing date for applications is Monday 27 September 2021. Interviews to be held the following week.

We look forward to receiving your application.



THE JOB DESCRIPTION

Job Title:	Maintenance and Minibus Assistant
Responsible to:	The Bursar through the Estates Manager
Hours of work:	35 hours per week all year round
Breaks:	1 hour lunch break
Salary:	£20,092 per annum

Specific Duties of the Postholder:

- To maintain our minibus fleet and act as Relief Driver when necessary
- To assist the rest of the Estates team and to ensure the school runs as smoothly as possible
- To undertake any other duties that the Bursar or Head may reasonably request from time to time

General Duties of Post:

- To make sure all minibuses are kept in running order.
- To do small repairs, such as replacing wing mirrors and headlight bulbs, fitting the spare tyre if a minibus gets a puncture
- Refuelling our fleet of eight minibuses
- To assist the Site Manager with the responsibility for security of the site
- To ensure compliance with Health & Safety regulations and safe working practices.
- To undertake first line maintenance of plant and equipment
- To respond in a prompt, courteous and efficient manner to requests for basic maintenance.
- To have regard to any planned maintenance programme and carry out routine tasks as directed by the Site Manager, Estates Manager, Bursar or Head
- To undertake duties to ensure the smooth running of lettings during holiday periods and any extra curricular events
- For the Christmas Closure Period, coverage will be shared and agreed

between the non- residential deputy site manager and the Site Manager

- To provide cover for any other member of the maintenance team who is absent.
- To attend regular meetings of the maintenance team
- To provide support to the Gardeners as and when directed by the Estates Manager, Bursar or Head
- To work effectively and harmoniously both within the team and also when working alone
- To have a flexible approach and be able to communicate well with staff, parents and clients
- To set up and take down chairs and tables as needed for special functions and School events
- To attend work for certain school events that occur during the week and at weekends if on-call, such as the School's Fun Day, Sports Day, Christmas Market and Open Day as part of the requirements of the post.
- To provide cover for minibus driving duties should the need arise. (If qualified). The occasional airport run

This job description will change in the light of the needs of the School, you will of course be consulted in advance by the Head and Bursar.

Generic Responsibilities for All Farringtons Staff:

- To actively promote the aims and ethos of Farringtons
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To follow the ethos of re-cycling in line with school policy
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be requested by the Head or members of SMT

Safeguarding:

- To promote and maintain the standards of the school's commitment to safeguarding children
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Although there is no direct responsibility for children, this role will involve daily contact with pupils
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service

Prevent Duty:

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our School and how this risk may change from time to time
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised
- The School is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions

Health and Safety:

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection / GDPR:

All employees should familiarise themselves with and follow the Data Protection and GDPR guidelines and practices

Code of Conduct:

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct
- All Employees must maintain high standards of the aims and ethos of the School both within and outside school, by:
 - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

All Employees must have proper and professional regard for ethos, policies and practices of the school in which they work, and maintain high standards of their own attendance and punctuality

THE PERSON

PERSON SPECIFICATION

Essential:

- Previous maintenance experience
- Initiative and the ability to work without supervision, but as part of a team
- Ability to climb and work on a ladder and access equipment safely
- Ability to be able to communicate effectively both orally and in writing
- Ability to use IT including Microsoft office suite, including use of the Helpdesk
- Understanding of how health and safety regulations apply to the school
- Ability to prioritise own workload taking into account urgent need and health and safety issues
- Ability to work with minimal supervision and to given timescales
- Ability to work as part of a team and form good relationship with other colleagues
- Ability to maintain confidentiality over matters relating to the school, pupils, staff or parents
- Adaptability and flexible approach to job roles and responsibilities
- To have a valid Driving Licence, D1 would be advantageous and willing to train the right person



HOW TO APPLY

Please send in your completed application form, and supporting statement to:

recruitment@farringtons.kent.sch.uk

The closing date for applications:
Monday 27 September 2021

Early applications are recommended as we reserve the right to appoint before the closing date.

Interviews will be held the following week.

Depending on Government guidelines at the time, we hope to hold these interviews in person at School.

Further information can be obtained by emailing recruitment@farringtons.kent.sch.uk

Farringtons School is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and police checks (where applicable).



BACKGROUND

Farringtons School is a leading, co-educational, independent day and boarding school in Chislehurst, Kent, for pupils aged between 3 and 18 years. Founded in 1911, the School has a rich history and thrives today providing a balanced academic, sporting, musical and social curriculum that enables each pupil to fulfil their potential. This is delivered by a team of passionate teachers, who support pupils to achieve their best academically and in whatever they put their minds to.

The School's site and warm, nurturing Christian environment encourages all pupils to pursue activities and develop new skills. Farringtons offers an eclectic range of sports and activities which are made possible through a range of first-class facilities. The sports hall, swimming pool and 25 acres of school grounds provide superb facilities for many sports whilst the teaching and learning facilities, including the recently completed science and maths building, and the music Mac suite, provide excellent learning spaces and support a broad and balanced curriculum.

Aims, Values & Objectives

Farringtons Aim

To be recognised as one of the leading independent, co-educational day and boarding schools in Kent, providing education for children aged 3-18. To be the first choice school in the local area.

Farringtons Values

The School motto, Posside Sapientiam, (Growing in Wisdom) influences much of what the School does.

Underpinned by Christian values, Farringtons School aspires to be a place of trust and respect where teachers take an active interest in the intellectual, physical, moral and spiritual development of every student. The School believes co-education to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance Farringtons places on nurturing individuality and the manageable size of the School ensures that students do not get lost, but rather thrive in their own way – they are encouraged to 'Develop and Shine'

Farringtons Core Objectives

- To inspire each individual to achieve success through excellent teaching, go to university, college or an occupation and have a desire for lifelong learning.
- To create a community that promotes Christian values, gives students the confidence to live their unique lives to the full and have the capacity to think of others.
- To be known as a school where every child matters, has outstanding pastoral care and communicates successfully in and out of school.
- To provide a safe and fit for purpose environment that encourages children to achieve their best.
- To build strong partnerships and networks locally, nationally and internationally to raise the profile of the School and consequently benefit all parts of the School and local community.
- To create an environment that prepares students for their life after school, gives them real confidence and humanity and ensures that they always feel part of the Farringtons family.





Exploration * Engagement * Nurture

BACKGROUND

Years 7 - 11

Farringtons has a long commitment to excellence and opportunity in education. The curriculum in the Senior School reflects this, providing a wide range of modern and traditional subjects from which to make final examination choices.

Small class sizes, dedicated staff and supportive teaching ensure that we are able to nurture individual needs. Pupils in the Senior School range in age from 11 – 19 years old. During the first three years, the emphasis is placed on sound preparation in basic academic skills and, during Year 9, thorough advice on appropriate GCSE options.

In Years 7 – 9, the curriculum comprises of English, Mathematics, Science, Physical Education and one compulsory Modern Foreign Language; currently French. In addition, pupils choose a second Modern Foreign Language, either Spanish or German. They will also study the subjects that they may choose to continue to GCSE; these include, Art & Design, Business, Computer Science, Creative iMedia, Dance, Drama, English as a Second Language, Food Preparation & Nutrition, Geography, Graphic Communication, History, Modern Foreign Languages, Music, Music Technology, Physical Education, Religion, Philosophy & Ethics and Textiles.

From Year 9, pupils are supported in making their GCSE option choices as part of our careers programme. Careful planning ensures that each pupil follows a balanced timetable of lessons, giving the right foundation for his or her future A Level, Higher Education or career choices. New subjects are introduced into the curriculum at various stages.

Throughout the School, pupils from overseas receive additional English tuition, leading to internationally recognised qualifications.

Form Tutors and visiting speakers provide a structured Wellbeing course that introduces and discusses key moral, ethical and social issues at appropriate times in the pupils' lives. It aims to foster a greater understanding of today's society and to assist them in taking responsibilities for their own and their fellows' well-being.





Knowledge ✿ Opportunity ✿ Challenge

BACKGROUND

Years 12 - 13

Our Sixth Form programme ensures that students acquire the academic qualifications and develop the personal qualities they need to meet the challenges of Higher Education and the world of work.

Small class sizes enable our experienced teachers to nurture the talent of every Sixth Form student as an individual. This, in turn, ensures that our students have the best possible guidance during the university application process.

Farringtons offers a wide choice of subjects and EPQ, timetabled so that university or career choices are not restricted to inflexible subject options. Increasingly, universities want to know about students' interests and activities as well as their academic achievements. Outstanding higher education support is given to every student.

We encourage our Sixth Formers to broaden their horizons and develop leadership skills through the Duke of Edinburgh Award Scheme, public speaking, the School House system and many other opportunities. Sixth Formers have their own study areas and common rooms where they can engage in private study, relax, socialise and make drinks and snacks.

Pastoral Care

Farringtons is renowned for its pastoral care. The School's ethos, size and determination to treat each person both as an individual and as a member of the community makes for a supportive environment for the pupils to grow. The School works in partnership with parents to ensure that all of the pupils feel that they are cared for and valued.

The Head and Deputy Head are involved closely in the pastoral life of the School through assemblies, Chapel worship and meeting with pupils on a regular basis.

Farringtons also organises regular Year Group meetings so parents are able to discuss their child's progress with staff and at which individual appointments to see a member of staff or the Head can be readily made.

Beyond the Classroom

Farringtons' extra-curricular programme gives pupils the opportunity to experience and explore new interests and activities. As a result, pupils become more adventurous, confident and develop their social skills. Whenever possible, teachers bring learning to life through a programme of outings, residential trips and workshops led by visiting specialists.

The wonderful grounds allow pupils to develop a love of the outdoors.





Responsibility ❁ Independence ❁ Innovation

BACKGROUND

The School believes that class work is enriched by these experiences and that they provide invaluable opportunities for children, staff and parents to learn together. Pupils enjoy exciting excursions to the British Film Institute, Port Lympne, Science museum, Horniman museum, British museum as well as walking in the local area.

The School fosters an appreciation of, and an involvement in, the local community and pupils are encouraged to learn about, and take part in, fundraising activities for local, national and international charities. In addition, Farringtons offers a huge range of activities, including arts and crafts, football, dance, choir, orchestra, and taekwondo.

Farringtons Interactive Zone (FIZ) is an essential aspect of the Junior School, providing 'wrap around care' for pupils from Pre-Reception to Year 7. FIZ Club has been designed to help parents and guardians balance work and family commitments, while giving children a broad range of experiences, as well as supporting them with their school work.

Academics

In 2019, the School was proud that at GCSE all subject areas achieved top grades, ten subjects achieved a 100% pass rate, including English where over 50% were awarded the top grades of 7, 8 & 9 (formerly A, A* and A**). More impressively, the value added scores for the year group meant that the students achieved 23% higher grades than they were predicted when they joined the school in 2014.

In 2020, at GCSE all subject areas achieved a series of excellent results, 14 subjects achieved 100% pass rate. In English and mathematics, over 40% of grades were awarded the top bracket of 7, 8 and 9. In this year the value added scores were 30% higher than predicted when those students joined the School 2015.

At Farringtons, all pupils are helped to achieve the best academic results they can. This is especially true in the Junior School where year on year our pupils surpass themselves by achieving results significantly higher than the national average. This is accomplished by dedicated teachers with supportive parents encouraging every pupil to be the best they can be.

Boarding

Boarders at Farringtons live in one of two boarding houses. There is South House for boys in Year 7 to 13 and West House for girls in Years 7 to 13. Each house is led by a team of House Parents and supported by the School Healthcare team.

Christian life at Farringtons

Chapel is an integral aspect of life at Farringtons, and a place where both Junior and Senior School pupils worship regularly. All Chapel worship is inclusive and welcoming for those of different faiths, and also none at all. During worship, the School covers a range of topics which ensure that pupils are aware of local, national and worldwide issues. Pupils are encouraged to tolerate, understand and respect each other.





Community ✿ Global ✿ Integration

BACKGROUND

Methodist Independent Schools Trust (MIST)

Farringtons School is part of the Methodist Independent Schools Trust (MIST). MIST has overarching responsibility for 12 independent schools across England and works closely with other independent schools of Methodist foundation elsewhere in the UK and overseas.

MIST provides opportunities for its member schools to work closely together. What is characteristic of all MIST schools is the shared Christian/Methodist ethos. Methodist Schools are inclusive and welcoming communities where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense (academic, extra-curricular and lifestyle) is pursued.

Methodist Schools encourage a sense of belonging, seek to improve lives and boldly expect the impossible; in Methodist Schools, educational experiences and activities bring mind and heart, intellect and passion together; and Methodist Schools work in mutually beneficial partnerships with each other and the wider Methodist Church.

History

The story of Farringtons School begins in 1908. At that time, there was already a very successful Methodist boys' school in Cambridge, The Leys School, but no equivalent Methodist school for girls – an earlier establishment having closed some years before. A committee was formed to create a school to educate girls in the Methodist tradition, and Farringtons was born as a 'sister school' of The Leys.

After looking at several sites, they settled on buying the land which the School now occupies in Chislehurst. This

land had formerly been the site of a small mansion dating back to the 17th Century. Before it fell into disrepair, the house had been home to several families, including three generations of the Farrington family who lived there during the late 17th and early 18th centuries, and it is from this connection that the school took its original name – Farringtons.

The first school building, originally known as 'School House' but now called 'East House', was constructed and Miss Alice Hollingdrake Davies was appointed as the first Headmistress. She opened her school on Thursday 21 September 1911 with fourteen pupils. Over the next 90 years the School grew and came through the challenges of the World Wars.

In 1994, Farringtons merged with Stratford House – a local girls' school that had opened in Bickley in 1912. Stratford House had a similar ethos to Farringtons and similar traditions, and so the name 'Farringtons and Stratford House' was born. The merged School was soon operating happily as a single unit, colloquially known as FASH, and the pupils continue to proudly wear the Coat of Arms that was granted to Farringtons back in 1928. In September 2004, the School reverted to its original name, Farringtons School.

The Millennium saw further exciting developments. In September 2006, Farringtons became the location for a new nursery development – Busy Bees at Farringtons – providing day care for children aged three months to four years. In 2010 the school accepted boys into Year 7 for the first time. Today Farringtons is fully co-educational and thriving. Over 100 years since it was founded, it still flourishes as a School proud of its rich history and excited about the future.

Further information on Farringtons School can be found [here](#).





Experience ❁ Improvement ❁ Inspiration



FARRINGTONS
SCHOOL

Farringtons School
Perry Street, Chislehurst
Kent, BR7 6LR
020 8467 0256
www.farringtons.org.uk