



Weald of Kent
Grammar School

Facilities Coordinator (Sevenoaks)

Job Description



CURIOSITY • COURAGE • COMPASSION

www.wealdgs.org



Employment Status:	Permanent
Full Time/Part Time:	Full-Time
Grade:	Kent Range 6
Salary:	£25,127 - £26,383 per annum (plus £600 per annum 'on-call' allowance)
Hours:	37 hours per week (alternating shifts between 0700-1800 with a 30 minutes unpaid lunch break) On-call for emergencies for one week in every five (and relevant overtime paid for call-outs)
Term-Time/All Year Round:	All year round <i>(including 5.4 weeks annual leave plus 8 bank holidays)</i>
Start Date:	ASAP
End Date (if applicable):	N/A
Closing Date:	Thursday 24 th April 2025, 9am*
Interview Date:	Thursday 1 st May 2025
Location:	Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work mainly at the Sevenoaks campus. However please note you may be required to work at our Tonbridge campus as per departmental needs.

*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.



Welcome from the Headteacher

Dear Colleague

Thank you for your interest in the position of Facilities Coordinator (Sevenoaks) at Weald of Kent Grammar School – where we have a reputation for academic excellence, a focus on high quality pastoral care, guidance and support as well as superb extra-curricular provision.

Weald is an inclusive, happy and caring learning community that is ambitious for all of its students, seeking to ensure that they are challenged to make the very best of their abilities and to achieve success in all they do. All the staff, both teaching and support, play an integral role in achieving this.

Everything we do at Weald is underpinned by our three core values: curiosity, courage and compassion as well as our belief that ‘the whole child is our whole point’.

If you have the energy, passion and integrity to bring to this role, you can look forward to working with a highly qualified, skilled and committed staff team who work extremely hard for their students, and who are proud to teach at Weald of Kent Grammar School.

But most importantly, you will have the pleasure of working with the most inspiring students – the very best ambassadors and advocates for their school.

I hope you will want to learn more about the school by visiting our website [here](#) and that you are motivated to join our team and take Weald of Kent Grammar School to the next stage of its development.

Yours sincerely

Richard Booth
Headteacher

Our School

Weald of Kent Grammar School is a selective girls academy (with a mixed Sixth Form) for approximately 2000 students aged between 11 and 18. The school operates across two campuses located at Tonbridge and Sevenoaks in West Kent. The school is over-subscribed each year for the 270 places in Year 7. Students join the school from a range of areas around West Kent, East Sussex and South East London from a variety of different backgrounds.

Our students achieve at the highest level academically. In 2024, 62% of our GCSE entries were awarded 9/7 grades placing Weald in the top 10% of schools nationally for value added. At A level, 64% of our entries were awarded A*-B grades and the vast majority of our students move from Weald into higher education. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

We are particularly proud of the work we have done to create a strong pastoral system and students enjoy a comprehensive programme of PSHE throughout their time at school. This is taught by form tutors and ensures that strong relationships can be built and maintained. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school operates a very successful House system, led by student House Leaders, which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported. Currently we are launching a programme, involving our KS5 students, to help local primary schools with a range of outreach activities.

Outside of the classroom we are fortunate in having staff who provide a wide range of extracurricular opportunities for students, which is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including Trampolining, Rugby, Cricket and Athletics. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts, including an annual school variety performance and a range of different concerts. We enjoy a successful Duke of Edinburgh scheme, involving over 700 students. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.



Our Sixth Form

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With over 500 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. Each year we warmly welcome a large number of external applicants who meet our entry requirements. In addition to A Levels, students have the opportunity to take the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students follow a wellbeing programme, including PSHCE and Physical Education provisions.

Weald Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process as well information about other pathways they may suit some of our students.

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Lead by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities

Curriculum

We run a three-year KS3, although students begin their GCSE courses in Science in Year 9 allowing them all to do 3 separate sciences at GCSE. Our KS3 students, study a modern foreign language alongside the other national curriculum subjects, with the opportunity to take an additional language in Year 9. At KS4, students' study for ten GCSEs, which includes a Language option and a Humanities option. In the sixth form most students' study 3 A Levels, with the most able being given the opportunity to study four. This is supplemented with the range of opportunities detailed above.



About the Post

Reporting to: Facilities Manager

An exciting opportunity for an aspiring Facilities Manager who thrives in a busy, hands on and varied role, this post will lead at our Sevenoaks site to support the coordination of the building and facilities services, ensuring compliance, routine servicing, and planned maintenance operations plus reactive repairs are delivered.

The postholder will ensure that health & safety statutory obligations are met, whilst following best practice. You will be responsible for maintaining site safety standards high in order to keep children, staff and visitors safe and protected from harm.

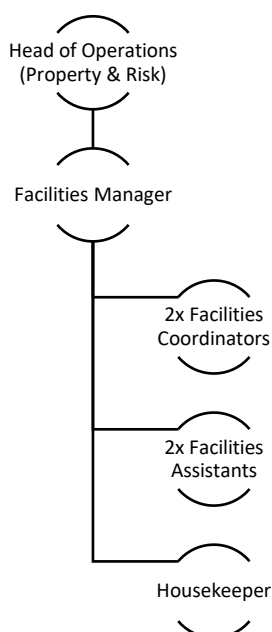
This role involves delivering the School's Facilities Development plan at Sevenoaks and you will work closely with the wider School Staff and members of its community. This will include instructing contractors, to ensure all projects and tasks are conducted safely and on time.

Supported by the School's Facilities Manager and Maintenance Coordinator, the postholder will get opportunities to work with the Team at the Tonbridge site in order to train and share best practice.

Day to day activities will include monitoring risk assessments, undertaking infrastructure inspections and audits, accident reporting as well as supporting on first aid and fire safety.

The Team

This position forms part of the Facilities team, which consists of a Facilities Manager, 2 x Facilities Coordinator, 2 x Facilities Assistants and a Housekeeper who work across our Sevenoaks and Tonbridge campuses.



Our Commitment to You

Staff are our most valued asset and we place a high emphasis on staff well-being and professional development, no matter what stage of your career you are at. We pride ourselves with the supportive and inclusive nature of the school and ensure that we foster a friendly working environment. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

Professional Development

- Research led CPD programmes, tailored to individual's aspirations, which are based both in school and across the wider Trust.
- A full induction programme for all new staff.
- ECT's will have a lower teaching load, timetabled mentoring sessions and a full programme of training and induction activities.
- Unlimited access to the National College CPD platform.
- An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation.
- Our "No lesson judgements" policy ensures lesson observations are developmental and supportive.
- One INSET day a year dedicated to moderation and curriculum preparation.

Staff Welfare

- Data capture that is measured and timely - we report progress home three times a year.
- Minimal written reports.
- No requirement for teachers to submit lesson plans, even for lesson observations.
- Teaching staff are only required to do a maximum of one twenty minute duty each week.
- Supportive yet challenging governance, which understands that teachers are our most valuable resource.
- We are a school that appreciates the importance of family. We do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school.
- A teaching load of 42/50 one-hour periods of teaching per fortnight maximum.

Support

- The school calendar is planned in advance across the whole year so people know what is happening and when.
- In-house cover supervision team.
- A comprehensive pastoral team to help with supporting our students with behaviour and wellbeing.
- A highly effective and proactive support staff that play an important role in supporting teaching and learning.
- A Marketing, Events and Visits team that are responsible for organising key school events and trips.

Benefits

- School budgets are set making the assumption that everybody will get their incremental pay rise.
- Cycle to work scheme.
- Healthcare cash plan.
- Occupational health support.
- Priority admission for staff children (see admissions policy on school website).
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme).
- Opportunity to perform paid lunch-time duties (with free lunch).
- Free annual flu vaccination.
- Employee Assistance Programme.
- Free tea and coffee provided in the staff room.
- Use of onsite canteen offering hot meals and salad bar.
- Opportunities to participate in enrichment activities e.g. theatre visits.
- Opportunities for flexible working.
- Free on-site parking.
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS).

Environment

- Pleasant working environment with very well-behaved students.
- Eleven acres of school grounds set in Green Belt land at Tonbridge Campus.

Job Description

Deputise for the Facilities Manager

- Support the Head of Operations with the strategic control of facilities management and development at the Sevenoaks Campus.
- Find efficient solutions to all aspects of the facilities service.
- Operation of the maintenance and repairs budget, together with responsibility for delivering identified and authorised premises based 'minor projects' to time, budget and standard.
- Proactive development of the facilities function to increase cost effectiveness through the use of alternative processes or technology.
- Liaise with contractors to raise repairs and sign off works where required.
- Promote a positive health and safety culture.

Operational Responsibilities

- Liaise with the other schools' representatives of the Sevenoaks campus to ensure an effective and collaborative approach to all site operations.
- Monitor and manage all Sevenoaks related facilities helpdesk requests through Spiceworks system
- Ensure the school meets health and safety standards.
- Keeping children, staff and visitors safe whilst on the premises.
- Undertake weekly, monthly and annual compliance checks.
- Ensure site and staff safety when conducting tasks.
- Ensuring correct personal protective equipment is used by staff / contractors and worn when needed.
- Ensuring fire safety procedures are adhered to and reviewed regularly.
- Responding to any health and safety queries.

Specific responsibilities

- Maintain accurate and updated health and safety compliance records.
- Complete routine fire system checks liaising with the buildings shared users, maintaining and keeping accurate records.
- Maintain accurate records of servicing, maintenance and inspection.
- Carry out regular site hazard checks, department inspections and audit the systems and processes to ensure health and safety compliance across campus'.
- Ensure that the grounds are clean, free of hazards and maintained as required, ensuring shared areas are monitored according to communal use agreements.
- Monitor the safety of the site throughout the term and during school holidays on a daily basis.
- Minimise the risk of injury and possible harm.
- Ensuring our facilities team adhere to health and safety statutory obligations when carrying out work.
- Arrange for the maintenance and storage of materials, equipment, chemicals and other hazards, and implement appropriate control systems for all stock items.
- Work closely with the Head of Operations on related health and safety matters.
- Ensure that staff whom you work closely with have sufficient training and information for their roles and maintain records accordingly.
- Attend routine familiarisation days at our Tonbridge campus.

Person Specification

	Essential	Desirable
Qualifications		
NVQ Level 2 or equivalent or relevant experience	✓	
Recognised qualification in Facilities / Operations or equivalent qualification in a relevant area and/or willingness to undergo training as required	✓	
Relevant Health & Safety qualifications and/or willingness to undergo training as required	✓	
First Aid qualification (or willing to undertake training)	✓	
Experience		
Building maintenance experience (preferably within an educational setting)	✓	
Supervising a team or contractors		✓
Experience of using Building / H&S Management Systems		✓
Experience of procurement of service and maintenance contracts		✓
Budget management and project management experience		✓
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
ICT skills	✓	
Able to manage and provide clear direction to inspire, motivate and enthuse others / lead on projects	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Trustees	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational, decision making and management skills	✓	
Understanding of health and safety requirements for a large organisation and ability to recognise and act to avoid potential risks under H&S legislation and Fire Regulations	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Practical skills: painting, decorating, joinery, plumbing and basic electrical and mechanical	✓	
Ability to recognise problems and potential problems with buildings both internally and externally	✓	
Personal Attributes		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal and negotiating skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

Application Process and Safeguarding

Applications

[Application forms](#) can be found on our website or on tes.com and should be sent to Human Resources at HR@wealdgs.org. The communication should set out how your proven relevant experience relates to this role. For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

References

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

This role is a teaching or teaching support role involving extensive contact and responsibility for 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. The successful applicant will be expected to uphold this duty and be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy at all times and complete appropriate training. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

Applicants will be required to undergo child protection screening appropriate to the post. Since this role involves 'regulated activity' with children, the successful applicant will be required to complete a Disclosure and Barring Service (DBS) disclosure application. Employment will be conditional upon the School being satisfied with the result of the Enhanced DBS check and the outcome of all the other checks.

The School will also carry out a check of the Children's Barred List on the successful applicant. Applicants should be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

This role is also exempt from the [Rehabilitation of Offenders Act 1974](#) and the School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS [filtering](#) rules) in order to assess their suitability to work with children.

Please read our [safer recruitment policy](#) & [recruitment of applicants with a criminal record policy](#) before completing your [application](#). Please also be aware of our [Safeguarding / Child Protection Policy](#).

