



APPOINTMENT OF A

# SCHOOL KEEPER

TO START AS SOON AS POSSIBLE





# HAMPTON SCHOOL

**Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.**

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top 10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



# SCHOOL KEEPER

**We are seeking a committed and approachable School Keeper to join our friendly and professional Facilities team based at Hampton School.**

A full time School Caretaker (known as a School Keeper) is required to start as soon as possible..

School Keepers are responsible for a wide range of duties and responsibilities connected with maintaining the fabric and security of the School to the required standard and within regulatory requirements. Keepers are employed on a school-wide basis and not specific to any one site.

Excellent communication and interpersonal skills combined with a willingness to learn and work as part of a team are essential.

Applicants must hold a clean, current UK driving licence.

Keepers are line managed on a daily basis by the Facilities Manager who is responsible to the Estates Manager, the Deputy Bursar then Bursar.

Hampton is one of the country's foremost independent schools and equity, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

This is a full-time position based at Hampton School and the shift pattern is as follows::

- Four days of early shifts 05:30 to 14:30
  - followed by
- Four days of late shifts 13:30 to 22:30
  - followed by
- Four days off

Keepers will also be required to work some additional hours outside their contracted hours to enable the School buildings to be used for lettings and events.

The salary will be £30,400 – £32,300 commensurate with years' experience and qualifications. Hampton also offers an attractive benefits package including free lunch, death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

The School reserves the right to commence or complete the interview process at any time prior to the closing date so we encourage applications as soon as possible.





# KEY RESPONSIBILITIES

---

## Security and Associated Duties

- To carry out security procedures for all school buildings and grounds
- To activate and de-activate the School alarm systems
- To open and close the School premises, including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out of school hours events, maintenance and emergency services
- To respond to alarm call outs
- To liaise with the emergency services including calling out if required
- To report incidents to the Facilities Manager
- To keep a list of all contractors on site and supervise them when on site as required
- To monitor site CCTV and to escort any unauthorised visitors off site
- To cover the Gate Lodge when required.

## Lettings & Events

- To comply with instructions received from the Facilities Manager or the Events Co-ordinator concerning letting procedures and carry out as per the Lettings Agreement
- To be available during the course of lettings and events to:
  - Give assistance to the hirer and Events team relative to the facilities hired
  - Ensure the functions are properly conducted in accordance with the letting/event agreement
  - Agreement and the behaviour of the hirer is not detrimental to the site or facilities
  - Carry out any necessary cleaning and tidying of areas within the letting/event agreement
  - Carry out any routine maintenance to the School building as required

## Furniture & Equipment

- To set up designated areas for examinations as directed by the Examinations Officers
- To ensure that the Main Hall is set up for school assemblies as directed
- To ensure all furniture and equipment is well maintained and fit for purpose
- To ensure all wall clocks are checked on a regular basis and batteries replaced
- To place equipment in classrooms as requested by the Facilities Manager.

## Deliveries/Post

- To receive deliveries and re-distribute to the appropriate department or person
- To assist with unpacking and storing of goods where required.

## Other Duties

- To carry out weekly water temperature checks
- To chemically descale urinals
- To carry out basic visual checks on the School vehicles
- To be aware of the positions of all school stopcocks and gas & electric meters
- To ensure that the boiler houses are kept tidy and safe
- To clean sickness spillages as required
- To raise the school flag as required
- To ensure that all duties are carried out in accordance with Health and Safety regulations and adhering to the School's Health and Safety Policy
- To undertake training and development as required
- Drive School vehicles as required
- To undertake any other duties/tasks which may be reasonably required by the Headmaster and/or Bursar in association with the above role.



# PERSON SPECIFICATION

---

**The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience**

- A commitment to the paramount importance of safeguarding and wellbeing of pupils
- A customer focused approach and attention to detail are essential combined with a willingness to go the extra mile and a 'can do' approach
- Capable of working positively under pressure with a flexible outlook that supports the rest of the team and wider needs of the school
- A smart appearance, friendly/polite demeanour and good communication skills
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- The ability and willingness to follow clear instructions and procedures and learn new skills
- A willingness to assist and deal confidently with staff requests
- The ability and willingness to be proactive and to work on your own initiative
- Good administrative and IT skills are an advantage
- To be organised and methodical in your approach and work co-operatively within the team and be prepared to assist with whatever appropriate tasks as directed
- Knowledge of Health and Safety working practices
- Mental and physical capability and level of fitness to undertake repetitive heavy lifting and moving within the Health and Safety guidelines of the school
- You will possess good interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy Department
- Clean UK Driving Licence.





## OTHER

---

- To act as Fire Marshal and First Aider as required. Training will be provided
- Undertake other responsibilities and training as determined by The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops.

## SALARY & BENEFITS

---

The salary will be £30,400 – £32,300 commensurate with years' experience and qualifications. Salaries are paid by bank transfer on the 25th of the month.

The Hampton School Trust Governors currently offer the following non-contractual benefits to members of the Common Room, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (BUPA); death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

*Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.*

## HOURS & HOLIDAY

---

- School Keepers work a revolving shift pattern of four days (twelve days in total) as follows:
- Four days of early shifts 05:30 to 14:30
  - followed by
- Four days of late shifts 13:30 to 22:30
  - followed by
- Four days off
- The shift pattern works all year round including Bank Holidays and School holidays for which you should be available to work
- If required to work on a Bank Holiday you will be paid an additional payment of 1½ x hourly rate (time and a half)
- Your annual leave entitlement is 26 working days per academic year (holiday year runs from 1 September to 31 August) plus Bank Holidays.

Hampton School is pleased to be a London Living Wage employer.

## TRAINING

---

- To attend INSET training as required
- Continue personal professional development as agreed, including attending training even when these may be outside working days.



## EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

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 s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Further details of the School are available on the website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**





For an informal discussion about the role and requirements, please contact  
Human Resources via [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**