

The Skinners' School

Appointment of Facilities Admin Assistant



ABOUT SKINNERS'

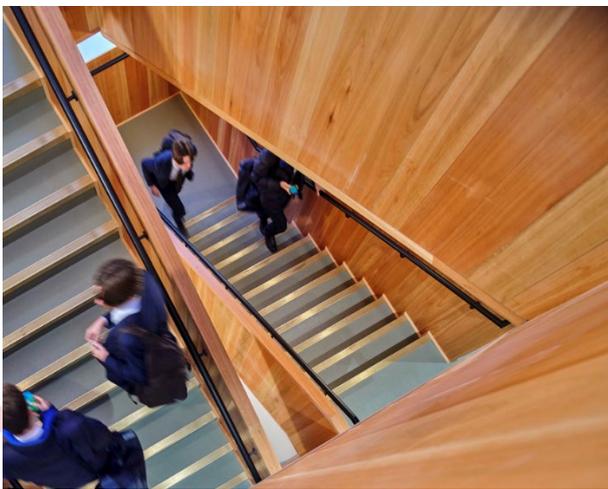
Skinners' School was founded in 1887 and is a thriving boys' grammar school. There are currently 1119 pupils, 325 of whom are in the Sixth Form. A friendly and hard-working community, the school is amongst the highest achieving in the country, both academically and in terms of extra-curricular provision. Pastoral care is also a real strength.

Skinners' School is situated on the northern side of the town of Royal Tunbridge Wells in West Kent, with 20 acres of sports pitches. Surrounded by countryside, Tunbridge Wells has excellent transport links by rail to London (approx. 45 minutes to London Bridge, Waterloo East, Charing Cross, 60 minutes to Victoria), and Hastings. The M25 and M20 are a short drive from the School. Heathrow, Gatwick and Stansted airports are easily reached, as are the Channel Tunnel and ferry terminals. It is a short drive to the neighbouring towns of Sevenoaks and Tonbridge.

ADMISSIONS

The School is significantly over-subscribed and has an excellent reputation in both Kent and Sussex. It admits 160 boys (five forms) at age 11. Entry is achieved via the Kent 11+ examination, with an entry qualification that is higher than the Kent County Council 11+ pass. Once they reach our qualifying score, pupils are given places based on distance lived from the school (although we also offer a sibling preference). The current 'catchment' of the school is approximately 12 miles.

Nearly all Skinners' students stay after Year 11 to enter the Sixth Form and are joined by a small number of students from other schools. Pupils are required to achieve a total of 50 points over their best 8 GCSE grades in order to enter the Sixth Form.



HISTORY

Skinner's is one of the Skinner's Company's family of schools – the others being Tonbridge School, New Beacon School, Judd School, Skinner's Kent Academy, Skinner's Academy, Skinner's Kent Primary School and the Marsh Academy. In September 2023, the five academies within the family, including Skinner's School, formed a multi-academy trust (The Skinner's Academies Trust) The Skinner's Company, one of the original twelve London livery companies, provides a rich seam of support, governance and tradition.

Since the construction of the original school buildings in 1887, considerable development has taken place in recent years in order to accommodate an increasing school roll. The Leopard building (1994) houses Mathematics, Design Technology and ICT. The Beeby building (2002) created specialist accommodation for Modern Languages, and the Byng Hall renovation of 2008 provided a wonderful theatre for Music and Drama. A £2.5 million Sports Hall complex was opened in September 2012, dramatically increasing the range of sports available. In November 2020 we opened the £4.5 million Mitchell Building: a Sixth Form Centre, School Library and new premises for the English department.

ACADEMIC ACHIEVEMENT

Examination results at Skinner's are excellent. At A Level, 80% of grades are at A*-B. Students thus access the top universities in the country, with a small number accessing high level apprenticeships; typically, 10% of the cohort go to Oxford or Cambridge. At GCSE, around 70% of grades are 9-7, with 95%+ progressing to our Sixth Form.

Our goal is to help each pupil develop his talents and interests to the full. The curriculum is thus aimed at giving a broad education, leaving specialisation as late as possible. At Key Stage 3 this includes an integrated STEM curriculum. At GCSE and A Level there is a wide range of options, with students typically taking 10 GCSEs (including three separate sciences and a modern language) and either 3, 4 or occasionally 5 A levels. A growing number of students also undertake the Extended Project Qualification in the Sixth Form.



PASTORAL SYSTEM

Skidders' has a reputation as a friendly and supportive community. The responsibility for general welfare and progress lies with teams of Form Tutors. Heads of Year work closely with Form Tutors to ensure every pupil is known and supported. Good relationships between students, staff and parents are at the heart of all we do and are a key element in our success.

THE SCHOOL DAY

School begins at 8.45am. Each day has five periods, which last for one hour. School ends at 3.35pm but many activities take place at lunchtimes and after school. In addition, many sporting fixtures are played on Saturday mornings. Pupils enthusiastically take part in the extra-curricular life of the school and value it as highly as they do their academic studies.

EXTRA-CURRICULAR ACTIVITY

We place great emphasis upon the development of character, wellbeing and potential through extra-curricular activities. A wide range of clubs and societies supports both the learning of pupils and their interests. These operate during and after the school day, with pupils immersing themselves in Chess, Eco Council, Politics, STEM and Philosophy, to name just a few. Drama, Music and Art play a significant role in the life of the school, with concerts and a wide range of productions a regular part of the school's life.

We very much welcome job applicants who would support the extra-curricular life of the school.



CCF AND DUKE OF EDINBURGH

Skidders' School has one of the largest CCF contingents of any state school in the country, including Army and Air Force sections. The attractions of Adventurous Training, Easter and Summer camps, along with rifle practice in the School's range, draw significant numbers to join. Alongside, the Duke of Edinburgh award is also very popular: pupils can graduate through Bronze, Silver and Gold Awards.



SPORTS AT SKINNERS'

We consider involvement in team sports to be a valuable part of the pupils' education. There is a very strong fixture list every Saturday and we also achieve success in national competitions. We place an emphasis upon excellence, but also upon mass participation and team work. We often, for example, field seven rugby teams for Year 7 alone. We think it is important that every pupil can say that they have represented the School competitively.

The main sports are rugby, hockey and football during the winter months and cricket, tennis and athletics during the Summer Term. However other sports include basketball, table tennis, badminton, cross-country, climbing and shooting. The Sports Hall is also equipped with a state of the art fitness suite, which is also freely available to staff at the school.



STATEMENT OF VALUES

The Skinners' School is place of learning. Students acquire not only qualifications, but a respect for scholarship and learning, as things worthwhile in themselves. We intend that they will also develop an appreciation of human achievement in the arts, humanities, languages, science and literature. Students must be diligent and open-minded, and they must develop the ability to think critically, to respect evidence, to distinguish between opinions and prejudices and to make balanced judgments of their own. Through involvement in our varied extra-curricular programme every boy should develop and grow intellectually, culturally, physically and spiritually and emerge as a well-rounded, flexible, articulate and collaborative individual.

Skinners' is a caring school. No young person will learn effectively unless he feels happy, safe and secure. At Skinners' we try to address the particular needs of every pupil through a comprehensive pastoral system. We value everyone as unique and we work together to develop self-respect, self-discipline and self-understanding. We aim to make responsible use of our talents and opportunities, strive for wisdom and knowledge and take responsibility for our lives.

Skinners' is a community. We respect others for themselves, not for what they have or what they can do for us. We believe that the capacity to form strong relationships is the foundation of a happy and fulfilled life. As such we strive to show others they are valued, to earn the trust and loyalty of others and to work together cooperatively. We do not tolerate bullying, violence, theft or abuse.

Skinners' is at the heart of a wider community. We learn to take on our responsibilities as citizens. We respect and celebrate diversity. We promote opportunities for all. We place truth, integrity, honesty, loyalty and goodwill at the heart of what we do. The ethic of service is more highly valued by us than that of self-interest. We believe that from those to whom much is given, much is expected.

These values will underpin our work and relationships at Skinners' School; they are at the foundation of all that we do.



Role: Facilities Admin Assistant

Main purpose of the job: To provide administrative support for the Facilities Manager. The current team comprises the Facilities Manager, the Head Caretaker and three Caretakers.

The school is based over two sites, with eleven buildings, ranging in age from 1887 to 2020 and including approximately 21 acres of sports grounds.

Salary and Benefits: Kent Band 4 (£21,389 FTE)
Part-time role: 3 days a week (negotiable), term-time + 2 weeks
Initial fixed term contract, starting January 2024, ending July 2024.
LGPS pension
Free use of school gym
Employment Assistance Programme

Reporting to: Facilities Manager

Key relationships: Facilities Manager, Chief Financial Officer, external contractors and suppliers

Location: Largely on school site but an option for some hybrid/remote working

Main responsibilities:

- Assist with routine administrative support: filing, letters, bookings
- Take minutes of meetings, including regular Health and Safety Meetings
- Provide administrative assistance for Health & Safety documentation and reporting
- Diary management for planned preventative maintenance tasks and lettings
- Daily management of facilities management software, booking works, records and reporting
- Liaise with service providers to ensure documentation is up-to-date and saved appropriately
- Office based support for the caretakers in the management of the facilities helpdesk
- Support with asset management records
- Assist with Health & Safety classroom checks
- Monitor the use of first aid equipment and replenish stocks
- Support with risk assessments records
- Liaise with all staff internally + external contractors / suppliers
- Undertake the role of fire warden
- Reception cover as and when required
- Help with set up for school events
- Any other ad hoc duties that support the function of the Facilities Management Team

Essential Knowledge, Experience, Qualifications and Skills:

- GCSE/GCE qualifications in Maths and English
- Good IT skills including Microsoft Office (especially Excel spreadsheets & Power Point)
- Excellent communication skills with colleagues and external suppliers
- Strong track record of managing relationships
- Demonstrable understanding of administrative best practice
- Ability to work under pressure and without supervision
- Ability to use initiative and to be adaptable
- Organised, reliable and able to prioritise

- A team player with respect for others
- Willing to undertake suitable facilities management, health and safety training for the role (provided by the school)

Desirable Knowledge, Experience, Qualifications and Skills:

- Experience of working in a school environment
- Experience of Health & Safety
- Every Software

The Skinners' School is committed to the safeguarding of children; all employees will receive safeguarding training and will need to follow the Safeguarding Policy.

APPOINTMENT PROCESS AND HOW TO APPLY

Candidates should submit a completed application form, including details of key achievements and responsibilities, along with a covering letter which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be emailed to the Headmaster's Secretary, Mrs Wendy Dray at wendy.dray@skidders-school.org.uk

The closing date for applications is **12pm on Friday 8th December (early applications very welcome: we reserve the right to appoint before the closing date).**

Candidates will be invited for interview shortly after.

