

Appointment Of
Facilities Team member / Porter

Immediate start



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Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of “eight poore boyes” from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer ‘buzz’ and energy that permeates the whole school; it’s innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 70% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants went to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

The Latymer Foundation

In keeping with the inclusive vision of its founder, Latymer Upper continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, The Latymer Foundation launched an ambitious new fundraising campaign – Inspiring Minds – ahead of the 400th anniversary of the School in 2024. The target is to raise £40m to build the School’s endowment and enable Latymer Upper to double its bursary provision to be able to offer 1 in 4 pupils a fee-assisted place. This would be a lasting and significant step towards the School’s ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents.

In September 2019, almost 200 Latymer students will be in receipt of means-tested bursaries funded by the Foundation.

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

Latymer Upper School aims:

- To provide an opportunity for academically able pupils from all walks of life to develop their talents to the full.
- To select pupils as far as possible on the basis of ability without regard to financial means.
- To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum supported by an equally wide range of extra-curricular activities.
- To encourage independence of approach in the pursuit of excellence in all activities.
- To be a constructive and active participant in the local community, particularly through educational activities including community links and Partnership Schools, within the scope of The Foundation's charitable objects.
- To consider the needs of the individual in the school community, providing care within a structured pastoral system.
- To maintain an ordered and disciplined environment, enabling the individuality of each pupil to be developed and respected.
- To value diversity, and develop awareness and tolerance of the aesthetic, cultural and religious values in today's increasingly pluralist society.
- To ensure that all Latymerians leave the school proud of their achievements, confident in their abilities and concerned for the needs of others

Facilities

Newcomers are often surprised by the size of the site on which Latymer Upper resides, little realising on first glimpse that the School stretches from the gothic gates on King Street in Hammersmith, to Latymer's Boat House on the banks of the River Thames.

A wonderfully eclectic collection of buildings and facilities sit side-by-side on the campus. Traditional heritage buildings are as much a part of the School as the stunning later additions - the red brick of the imposing 19th century Main Hall sitting comfortably alongside the striking contemporary glass and steel of the Performing Arts Centre.

Exciting buildings help create a dynamic and creative environment in which to learn and the School takes great pride in its facilities. The new on-site Sports Centre (which includes a 25m swimming pool) opened its doors in March 2016, and is the latest of the School's construction projects. Games take place at Latymer's recently renovated Sports Complex on Wood Lane, which offers four rugby/football pitches, three cricket squares, a floodlit Astroturf for hockey, netball, football and tennis and a modern pavilion and changing rooms.

The impressively equipped Science Block was completed in 2010 and includes a well-stocked library and resource centre. Art, Music and Drama flourish at the School and are housed in inspiring buildings. The Latymer Arts Centre, with its fabulous 300-seat theatre, music school and art studios, rubs shoulders with the Performing Arts Centre, which overlooks the Piazza and features a 100-seat recital hall and dance/drama studios. Over 800 pupils learn musical instruments and the theatre productions are a wonderful space in which to showcase extraordinary talent.

The Facilities Department:

Latymer Upper School Facilities Department ensures the smooth running of the school site situated at King Street, Hammersmith and stretching to the river Thames via our own underpass.

The present Facilities Team consists of the Estates Director, Facilities Manager, Assistant Facilities Manager, Senior Facilities Team Member and 4 Facilities Team Members. In addition, there is a Groundsman and Assistant Groundsman based at the School's playing fields in Wood Lane and a Sports Centre Supervisor plus 4 sports centre staff. The Facilities Team is responsible for all areas at the estate including Wood Lane site.

The Role

Job Title: Facilities Team member / Porter

Overall Purpose of the Job:

The role of a facilities will be cross-functional. The job will involve tending to various tasks based on capability/competency, setups and takedowns for events on a day-to-day basis, and acting as a hands-on person. The individual will be provided with an induction and further training provided by the school where necessary.

Reporting to: Facilities Manager

Key Responsibilities:

- To support the school at major events by understanding the event plan and liaising with other appropriate staff to ensure correct set up
- To set up for and breakdown the events, making notes of any damages to furniture and equipment and informing your line manager.
- To carry out routine inspections of the site as prescribed by the Senior Facilities Team Member and/or the Facilities Manager
- Distributing and collecting the signage around the school
- Helping with any furniture, larger items or office moves around the site
- Maintaining the condition of school lockers (issuing and obtaining spare/replacement keys, locks, hinges, minors repairs)
- Routine classrooms checks – replacing missing or broken furniture, clocks etc.
- Responsible for the site's tidiness (all loose object e.g. site stands to be put back to their place)
- Carry out basic repairs (e.g. changing lock barrels) hence basic handyman skills required
- To set up facilities by moving furniture and equipment in support of school operations
- Drive school's van when necessary
- Help maintaining school vehicles (delivering to and collecting from the repairs, MOTs, cleaning internally and externally)
- Safety checks for water and emergency lighting (following training)
- To carry out any other reasonable request by the Facilities Manager

When required work with the Security Team to ensure:

- Timely distribution of all deliveries including distribution to the departments quickly and efficiently
- Managing the keys on site; getting keys cut, providing replacements of lost keys, providing an access to locked rooms
- Watering the plants
- Assist in whole site security and access control
- To escort contractors and visitors if and when required

The Person

Knowledge / Qualifications:

- Physically fit for moving equipment, furniture and deliveries.
- Basic maintenance/ handyman skills essential
- Basic IT and smartphone skills, if possible with some experience of Computer
- UK Driving License
- Experience in a busy school environment, especially events setups and takedowns
- Ability to provide accurate feedback on jobs and proactive to discuss safety concerns
- Hands-on character, with a can-do attitude
- Good communication skills and ability to work with others in a small cross-functional maintenance team environment
- Ability to work without supervision

APPLICATION

To apply, please visit our dedicated [recruitment website](#)

Further information on Latymer Upper School is available via the [School website](#).

We will review applications as they are submitted, therefore suitable candidates may be interviewed before the closing date. We reserve the right to withdraw the position if an early appointment is made, therefore early applications are encouraged.

Closing date: 9am Monday, 11 November 2019

Safeguarding - *The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and receipt of two satisfactory references.*

Equal Opportunities – *The School is committed to the principles of equal opportunity, diversity and inclusion. We seek to attract and retain the very best staff, ensuring that our staff body reflects the diversity of our students and local community.*



Additional information

Hours – 40 hours per week, Monday to Friday. Working hours based on two shifts:

- Morning 7.30am – 4.30pm
- Afternoon 10.00am -7.00pm (both with an hour break).

Occasional mandatory weekend overtime required to support large (but infrequent) School events.

Salary – Circa £23k

Location

237 King Street
Hammersmith
London
W6 9LR
England

w: www.latymer-upper.org

t: [0208 629 2024](tel:02086292024)



Nearest Underground Station

Hammersmith (District, Picadilly and Hammersmith and City Lines)
Ravenscourt Park (District Line)

Bus Routes

To Hammersmith Broadway:

9,10,27,33,72,190,209,211,220,266,283,295,391,419

Driving

There is no parking on site and we therefore recommend using public transport when travelling to the School

On Arrival

Please report to security at the main entrance on King Street.

