

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of a
Handyperson x 2
Full-time (all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

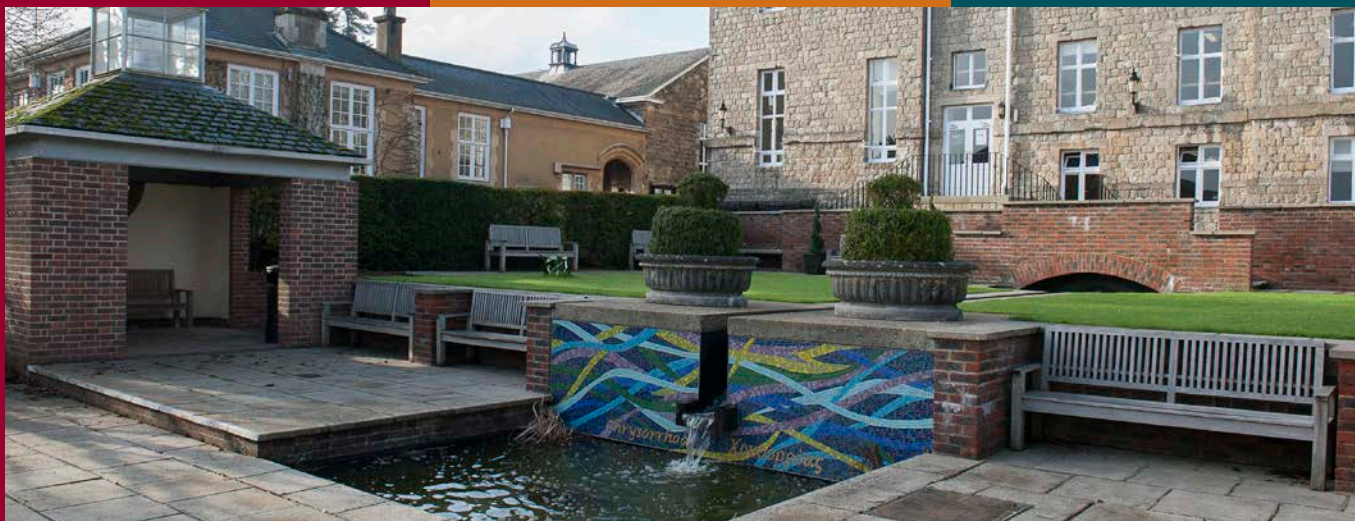
This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of

professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, will be completed in summer 2019.

The school's strategic plan Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school).



This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: www.sevenoaksschool.org

The Department

The Estates Department, under the Director of Property, is responsible for the efficient management, maintenance, repair and improvement of all school property, grounds and gardens, together with repair and replacement of furniture, furnishings and equipment. There are currently a total of 12 employees in the maintenance team covering a wide range of skills, plus grounds and gardening staff.

The Role

The Handyperson is responsible to the Estate's Supervisor for carrying out repairs, maintenance, and general tasks such as responding to requests to transport deliveries and furniture throughout the school.

Responsibilities

- To carry out day to day maintenance tasks as well as undertaking pre-planned maintenance and repair works as directed by the Estate's Supervisor. These will include:
 - replacing broken ironmongery;
 - redecorating of classrooms and offices;
 - installing school whiteboards and noticeboards;
 - delivering new items of furniture to varying parts of the School, unwrapping



and positioning as requested, and removing old furniture to the Estates yard for disposal;

- assisting with setting up for school events, such as Exams, Open days, Sports days and Leavers day;
- operating mobile elevating work platforms and erect/use tower scaffolding in support of maintenance tasks, and for other tasks as directed (training will be provided);
- emptying external bins cross campus and collecting cardboard for recycling;
- assisting the grounds and gardens team with manual tasks such as snow clearing, moving goal posts and setting up for sports events.
- To carry out additional duties required as part of the Estates Department as directed by the Estates Supervisor or Director of Property.

Qualifications and Experience

- Good multi-trade repair skills and experience.
- Full driving licence.
- Painting and decorating skills desirable.

Personal Qualities

- A positive can-do attitude.
- Willingness to undertake a variety of tasks.
- Helpful, adaptable and flexible.

- Good communication skills.
- Be self-motivated, able to work alone and as part of a team.
- Ability to work at heights.

Special Role Requirements

- At times, the role may require heavy Lifting.

Accountability

The Handyperson will work under the supervision of the Estates Supervisor or Director of Property. However, he/she will have contact with all staff across the site.

Hours of Work

The basic hours are 8.00 am to 4.30 pm, Monday to Friday. In addition, the Handyperson will also be required to join the on call rota (maximum of 1 week in 10) to be available to attend site to deal with out-of-hours estates related emergencies. Working up to 12 Saturday mornings per year, 8.00am to 1.00pm.

Salary

Salary will be commensurate with experience and qualifications, but will be in the region of £25,600 per annum.

Holidays

Holiday entitlement is 28 days paid holiday per annum, including public holidays (increasing to 33 days from January 2020). All



holiday needs to be approved in advance by line management. The holiday year runs from 1st January to 31st December.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Human Resources department.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and an online health check. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of

any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or telephone 01732 467740 if you have any questions about a completed application.