

Appointment of
Permanent
Full time
Premises Assistant
To start as soon as possible



The Godolphin and Latymer School
Iffley Road
Hammersmith
London W6 0PG

T: 020 8735 9555

F: 020 8735 9596

e-mail: recruitment@godolphinandlatymer.com

www.godolphinandlatymer.com

Contents

03 Working at the Godolphin and Latymer School

05 Your professional duties

06 Job description

09 Person specification

10 The department

11 Salary and benefits

12 Application

13 Location



Working at Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your professional duties

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.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- 5 Participating in meetings at the School which relate to whole-school issues.

Job description

The Premises Assistant is responsible to the Premises Manager, and, in his absence, to the Assistant Premises Manager.

The main duties and responsibilities include repairs, decoration, portorage, security and maintenance of buildings and furniture which will ensure the high standards that the pupils and staff expect at all times. The Premises Assistant is expected to be vigilant and considerate towards the premises at all times. It is their responsibility to report any defects that they come across and inform the Premises Manager/Assistant Premises Manager if they cannot carry out the repair themselves.

The post is offered 40 hours per week to be worked during the School opening hours of 7.00am to 8.00pm (during Term Time) and 08.00am to 5.00pm (school holidays). The Premises Assistants work on a rota-based system and the shifts offered for this post are:

Term Time:

- 7.00am to 3.00pm
- 12.00pm to 8.00pm

School Holidays:

- 8.00am to 4.00pm
- 9.00am to 5.00pm

The shifts rotate on a weekly basis.

Each team of three Premises Assistants has a Team Leader who is responsible for the team on duty and the allocation of their duties.

There are many after-school and some weekend and bank holiday events which will require overtime to be worked.

Repairs and Decoration

The Premises Assistant will have specific member responsibilities for maintaining the fabric of the building. Repair, maintenance and decoration skills are an absolute necessity. To carry out minor repairs and regular maintenance work of school buildings, (interior and exterior) and to furniture and some equipment.

Security

To facilitate the opening and closing of the School as directed by the Premises Manager/Assistant Premises Manager and to ensure that the School is secure at all times. When locking up the School, it is essential that all the doors and windows are locked and the alarms are set when leaving the building. All photocopiers, computers and fan heaters etc must be turned off when locking up the building.

The fire and intruder alarm systems are monitored by Haes and Banham and the Premises Assistant, as a registered keyholder, will be required to attend call outs in the event of either alarm being activated. Overtime will be paid when attending a call out in the event of an emergency.

To be available and on site during any after school activities and functions or lettings. To assist the other members of the team in set up and clearing away any tables, chairs and other

equipment required for meetings and lettings or functions. After school activities, events and lettings regularly take place after normal opening hours and at weekends.
To provide cover for the Security Officer/Concierge during periods of absence, illness and breaks.

Day to Day Cleaning and Maintenance

The cleaning of the School is the responsibility of contract cleaners. However, outside the hours of the contract cleaners, the Premises Assistant will be required to spot clean any spillages as required, sweeping away of leaves and puddles from the School grounds, gritting walkways into the School in icy weather and the removal of graffiti as directed. Cleaning areas at height level as directed.

To ensure that all cleaning materials are stored in accordance with Health and Safety regulations.

Removal of litter throughout the site and recycling materials from classrooms.

The daily replenishing of paper towels and soap and toilet rolls in all cloakrooms.

To participate in the full cleaning programme at the end of each term as specified by the Premises Manager/Assistant Premises Manager. This will include stripping and sealing floors, the movement of furniture to enable the cleaning of classrooms by the contract cleaners.

To replace light bulbs and tubes as required.

Other Duties

To assist in emergency situations on the school premises.

To assist with grounds maintenance.

To maintain/clean the car park, courtyard and paved areas and to regularly clean exterior lighting and CCTV cameras.

To maintain/clean outside litter bins, water fountains and other items as requested.

To assist in the movement of furniture and equipment, drama lighting, staging and curtains for performances.

To facilitate the distribution of deliveries and parcels amongst the school community.

Other duties of a similar nature and responsibility as may be required from time to time.

Health and Safety

To ensure the School's Health and Safety policy is adhered to and comply with your duty of care responsibilities under the Health and Safety at Work Act 1974.

Co-operate and assist in the preparation and review of premises team related risk assessments.

Each member of the team will be responsible for routine checks of a designated area of the site.

You will be provided with any training that you require in order to carry out your job to the best of your abilities and be provided with PPE.

First Aider and SIA training will be a prerequisite of the position. Vaccinations for Tetanus will be provided if necessary.

The Premises Assistant will be required to carry a mobile telephone to remain contactable at all times as he is a registered key-holder and is required to deal with emergency call-outs. The mobile telephone is provided for use only on school business. The Premises Assistant is responsible for maintaining the safety of keys and door and alarm codes.

A uniform is provided by the school and must be laundered, well-maintained and worn as directed. This includes the use of Personal Protective Equipment (PPE) as and when appropriate.

This list of duties is not exhaustive and may include any reasonable request which ensures the smooth running of the department.

Person specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> Educated to GCSE level 	<ul style="list-style-type: none"> Educated to A Level Further relevant vocational qualification / City and Guilds SIA Licence holder 	<ul style="list-style-type: none"> Application form Appropriate certificates References
EXPERIENCE	<ul style="list-style-type: none"> Basic practical skills 	<ul style="list-style-type: none"> Experience of general maintenance Experience of working in a busy and pressurised environment Experience of having worked in a school or with young people Experience of having worked in a listed building 	<ul style="list-style-type: none"> Application form References Interviews
SKILLS AND ABILITIES	<ul style="list-style-type: none"> To be able to carry out all tasks listed in the job description To be observant and vigilant To be a good communicator To have good time management skills and the ability to prioritise To be able to work under pressure To have good interpersonal skills To be able to work alone but also as a member of a team To be a problem solver 	<ul style="list-style-type: none"> Technical / specialist / trade skills 	<ul style="list-style-type: none"> Application form Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> To be committed to safeguarding and to promoting the welfare of students To be willing to listen to and follow instructions to the letter To pay attention to detail To have a positive attitude To be self-motivated and a forward planner To be dedicated To have patience and tact To be confident and resilient To be flexible and adaptable To be willing to undertake further or ongoing training as necessary 		<ul style="list-style-type: none"> Application form References Interview
KNOWLEDGE / UNDERSTANDING		<ul style="list-style-type: none"> Knowledge of grounds maintenance Health and Safety First Aid Safeguarding 	<ul style="list-style-type: none"> Application form References Interview

The department

The Premises Department is responsible for the upkeep and development of the fabric, services and security of Godolphin and Latymer's six acre site in Hammersmith. The Premises Manager is responsible for the Premises Team, which consists of an Assistant Premises Manager, six Premises Assistants (two of which are Premises Assistant Team Leaders working on alternate shifts), and two Security Concierges.

Concierge (Security)

The School Concierges are the first point of contact for all parents and visitors to the school. The main objective is to ensure that a high level of security is provided at all times. The main function of the role of the Concierge is to deal with visitors to the school, managing access to the site by controlling the pedestrian gate and monitoring CCTV, and managing the use of the school's car parks. There are two Concierges (Morning and Evening) at the school, working opposite shifts to ensure that the Security booth is supervised at all times during the opening hours of the school throughout the year. The Premises Assistants provide cover for this role during periods of absence, illness and for their daily breaks.

Premises Assistants

A team of six Premises Assistants (which includes a Team Leader that supervises each shift) are responsible for repairs, decoration, portage, some cleaning and maintenance of buildings and furniture, which ensures the high standards that the pupils and staff expect at all times. They assist with the movement of furniture and equipment and take delivery of items delivered to the school. They also facilitate the opening and closing of the school as directed by the Premises Manager / Assistant Premises Manager and they ensure that the School is secure and alarms are set. They are employed on a shift pattern and work alternate early and late shifts to ensure that the school has adequate resources between 7.00am and 8.00pm during term time, and 8.00am to 5.00pm during school holidays. There are many after-school and weekend and bank holiday events.

The grounds

The Premises department are also responsible for maintaining all external areas of the site, including the boundary wall and fences. This includes maintaining the lawns, borders, flower beds and landscaped areas of the site and ensuring that the paths, driveways and courtyards are swept regularly, kept clean and gritted during icy periods. The department is also responsible for the upkeep of the Astroturf and hard court.

Salary, hours and benefits

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

Medical staff on site – during term time, the School employs two School Nurses providing daily cover and two School Counsellors each work two days per week. All medical staff are available to employees of the School.

Enhanced sick and maternity/paternity pay arrangements – the School offers additional support to staff via its sick and family friendly policies.

Pension Scheme - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Private Medical Insurance – membership of a private medical insurance scheme is available at a reduced rate.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Cyclescheme – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches and Refreshments – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions available to staff, including acupressure massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Application

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible**. Applications must be made on the school's own application form. CVs alone will not be accepted.

There is no closing date for this vacancy.

Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

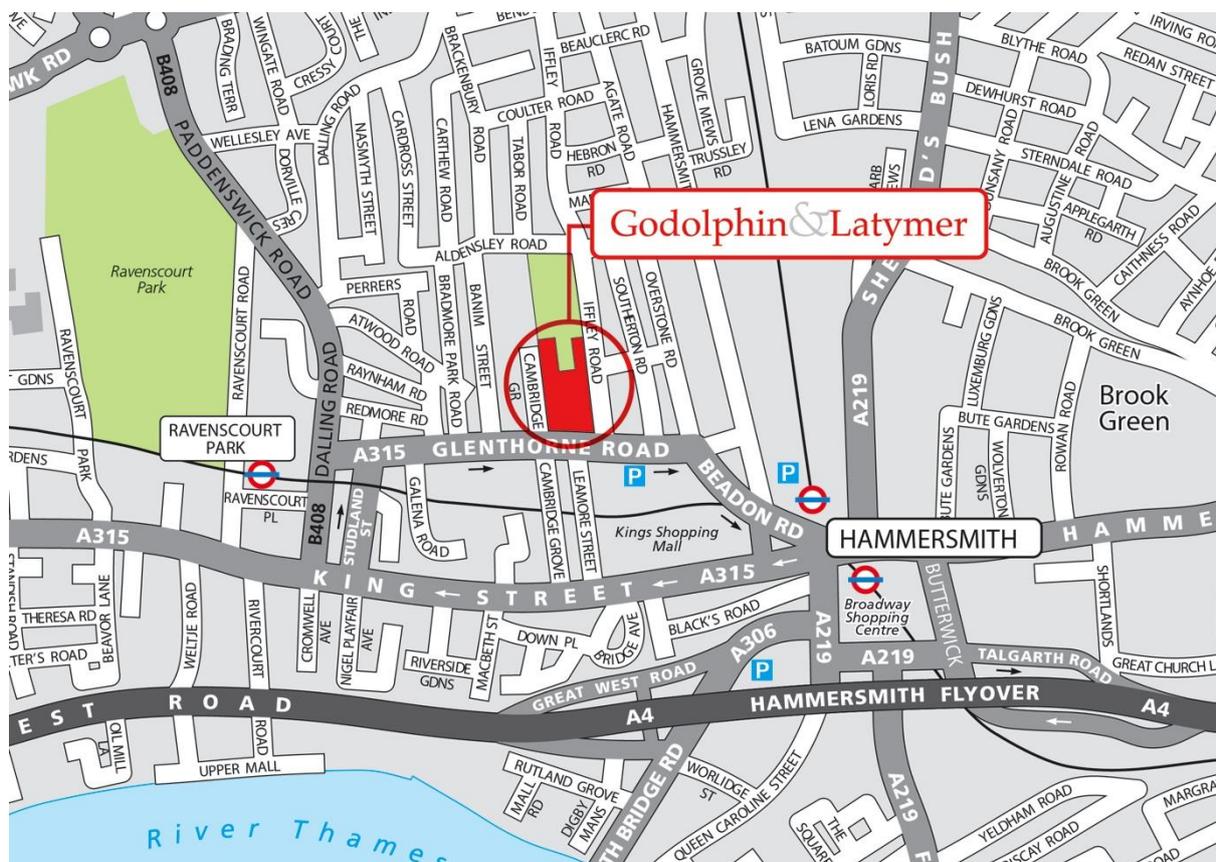
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as 'spent' must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & 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

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

