



FACILITIES ASSISTANT

Employment Status: Full Time, Permanent

Application closes: 0900 Friday 18 April 2025

Required From: ASAP

Interviews: W/C Monday 21 April 2025



Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *aliam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

THE ROLE

Responsible to: Facilities Team Leader

The successful applicant will be part of a well-established and experienced team reporting, to the Facilities Team Leader.

They will have a broad range of responsibilities that include:

Opening and locking up of all College buildings on weekdays and weekends on a shift rota safety and security rounds, room set-ups as required by a range of staff across the College, and the management of vehicles across the site (in particular at the start and end of the school day).

In addition, a varied number of other duties such as dealing with incoming mail and parcels, waste clearance, dealing with lost property, general safety around the site and supporting the cleaning team where necessary.

Carry out general maintenance duties ranging from basic plumbing & carpentry jobs and be keen to learn new skills from other team members.



THE DEPARTMENT

The Professional Services Team is made up of several highly professional, hardworking and dedicated experts covering the following business-related functions of the Group:

- Administration
- Admissions
- Commercial Enterprise
- Development and Fundraising
- Finance
- Health and Safety
- People Operations
- T Services
- Marketing
- Estates
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

THE TEAM

The team consists of Circa 100 employees who support the successful day-to-day operation of the Group.

Member of the Administrative Services Team led by the Head of Administrative Services and Events, work in various offices across the College and consists of:

- The Head of Administrative Services and Events
- Five Executive Assistants
- One Senior Administrator
- Two Leadership Administrators
- One Events Administrator
- Three Office Administrators
- One Co-Curricular Administrator
- Two Receptionists
- One Reprographics Officer
- One Receptionist / Reprographics Assistant

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- Opening and locking up of all College buildings, weekdays and at weekends
- On a shift rota
- Checking the security of the College premises when locking up: including the locking of all windows and doors, the drawing of all window blinds and relevant safety checks (for example turning off electrical appliances).
- Upkeep and general care of the College, as directed by the Facilities Team Leader
- Act as Fire Warden in the event of an incident. Assist with front of college parking at the beginning and end of the school day and at other times as directed.
- Room set-ups as required, in response to the College's needs.
- This can involve heavy lifting
- Minibus / vehicle driver as directed
- Checking the 'service desk' requests regularly and completing jobs as soon as possible
- Become familiar with the layout of all College buildings and the location of essential services
- Assist with regular compliance tasks, such as testing of the fire alarm, checking of other fire equipment (e.g. extinguishers for damage or expiration); changing of batteries in detection equipment as required; testing water temperature and maintaining appropriate logs of all checks
- Conduct rounds of the College as directed, identifying and recording hazards and defects.
- Ensuring the buildings are free from any litter and clearing rubbish accordingly
- Receiving, sorting and distributing mail and parcels



JOB DESCRIPTION

*cont

- Support the cleaning team whenever necessary
- Development of the right candidate to more skilled roles within the college by training provided internally and use of external skilled training companies
- Potential to progress for the right candidate
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PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<u>QUALIFICATIONS AND TRAINING</u>		
Multi Skilled		X
Full driving license (held for more than 2 years)	X	
<u>EXPERIENCE</u>		
Experience of working in a Maintenance role, using power tools		X
Experience of working in a school environment		X
<u>SKILLS AND KNOWLEDGE</u>		
Excellent literacy / numeracy skills		X
Competent in the use of IT packages, including Word and Office 365		X
Excellent written and verbal communication skills, with a 'customer service' approach	X	

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Ability to plan, organise and prioritise	X	
<u>PERSONAL QUALITIES</u>		
Eagerness to learn	X	
Flexible in approach and willingness to respond to changing priorities	X	
Warm and friendly manner, with an ability to work effectively with students, staff and parents, both alone and as part of a team	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Able to work under pressure	X	
Ability to use own initiative, to ensure the smooth operations of the organisation	X	
Ability to carry out work that involves physical strength and stamina	X	

The Package

Salary: S2 £25,644 - £30,598 (as per the 2024-25 pay scales)

Hours: 37.5 per week, Monday to Friday

Pension: ISPS (DC)*



