



KENT COLLEGE

INDEPENDENT DAY AND BOARDING SCHOOL FOR GIRLS 3-18



KENT COLLEGE PEMBURY

Facilities Administrator
Full time – All year round
(40 hrs per week)
ASAP



Background

Founded in Folkestone in 1886, Kent College is an independent day and boarding school for girls, with a Senior School (ages 11-18) and Preparatory School (ages 3-11) sharing the same site, facilities and some specialist staff. The school is one of a group of ten schools under the control of the Methodist Independent Schools Trust. The school has a resident Chaplain who leads the Christian worship in the school.

Since 1939, Kent College has been located on 75 acres of beautiful countryside in Pembury, near Tunbridge Wells. The school campus comprises an elegant Victorian manor house and purpose-built modern facilities, including boarding houses, a music centre, science building, sports hall, A level study centre, and an indoor, heated swimming pool. The school is committed to a continuous programme of development and the resources are excellent. IT provision is first-rate, including the number of interactive white boards, laptops and data projectors. In 2008 a new science wing was opened, providing inspirational science laboratories, and recent boarding refurbishment includes an extension of ICT facilities to individual study areas. The Countess of Wessex Theatre reopened in 2012 following extensive refurbishment and an iconic Library and Arts Centre opened in spring 2013. Our additional Sports Hall is now complete and was opened in October 2015.

The Prep School

In 1939 the School moved to its current site in Pembury, near Tunbridge Wells. In 1945 a Prep School was opened in the centre of Tunbridge Wells and in 1989 it was moved to the Senior School site in Pembury into architect-designed purpose built accommodation. The move also enabled the Prep School to benefit from a range of excellent facilities which now include an indoor heated swimming pool, sports hall, theatre and dining hall.

The Prep School is a friendly, caring and happy school with a current roll of 180 girls aged 3 to 11 (Nursery – Year 6). The majority are day pupils with a small number of boarders. In addition to the core subjects of English, Maths and Science, all of the girls in Key Stage 2 study Geography, History, Art, DT and RE. Specialist teachers in ICT, Music, French, Drama, PE and Swimming work with girls throughout the school, and Mandarin is now also taught in Year 6. Class sizes in KS1 and KS2 range from 12 to 18. Each year, a number of girls apply for and are awarded scholarships to the Senior School.

Extra-curricular Activities (ECAs)

Kent College places a strong emphasis on extra-curricular activities and has a flexible and innovative lunchtime and evening programme of prep and activity sessions. Boarders can choose when they do their prep and day girls choose whether to do homework at home or at school. All girls participate in extra-curricular activities and are encouraged to plan the use of their time so that they follow a balanced programme of academic work and extra-curricular activities. The pastoral care in the school is very strong and all staff are highly involved in PSHCE and general pastoral matters. All teaching staff are required to be involved in at least one ECA and most do more than this, as both subject and general ECA are available.

Inspection

The school underwent a full integrated inspection by the Independent Schools Inspectorate in December 2015 and was found to be excellent in all areas. The report together with other information about Kent College can be found on our website at www.kent-college.co.uk

Benefits

Kent College Pembury employs over 200 people in both academic and support staff positions. Highly skilled, dedicated and passionate staff are the driving force behind our 'Excellent' school.

We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the girls, and fellow colleagues, to achieve their full potential. Whatever your role, you will benefit from a being part of a large staff community with opportunities for professional development.

We believe in rewarding our staff and offer a complete range of employee benefits including:

- Reduced school fees
- Childcare voucher scheme
- Free meals during working hours
- Free eye tests
- Subsidised Flu Vaccinations
- Free onsite parking
- On-going training and development
- Use swimming pool and fitness suite (at allocated times)





Job Description

An exciting opportunity has arisen for a pro-active and enthusiastic person to join the Estates Department as a Facilities Administrator. The successful candidate will be responsible for the supervision of the cleaning department on a day-to-day basis and to provide administration support for the school lettings function.

Working hours are 7.00am -3.00pm (All Year round) with some on call hours required to cover and manage absence.

Key Responsibilities;

Cleaning:

- To supervise all cleaning staff focussing on their performance in terms of standards of cleanliness and their behaviour whilst on duty.
- To ensure that a first class cleaning service is delivered to all areas of the building and to be prepared to have hands on role as necessary.
- To ensure public areas are clean and tidy at all times and proactively identify work required.
- To review work schedules and arranging Deep Cleaning Schedules for School Holidays.
- To order, maintain and carry out regular stock checks of cleaning materials and that all necessary purchase orders are placed in good time;
- To monitor of all cleaning activities and carry out cleaning inspections.
- To managed the cleaning budget.
- To ensure all staff are aware of the Health and Safety policies and procedures especially with regard to COSHH.
- To ensure safe systems of working.
- To ensure Risk Assessments are in place.
- To manage cleaning staff holidays and absences

Lettings:

- To maintain the lets calendar, liaising with Bursar, Estates Manager, academic, cleaning and estates staff and external professionals as required.
- To receive visitors to the school and be an ambassador for the school.
- To manage the swimming pool calendar, including liaison with KC swimming club and other hirers.
- To assist with charging of the lets and handling telephone calls.
- To liaise with members of the church and local community and to facilitate the use of the school site for public benefit when possible.
- To coordinate lets for one-off events, such as weddings, in liaison with the Bursar, catering manager and estates team.
- To liaise with regular hirers of the school facilities (eg Camp Beaumont, Pilgrims,) and to ensure smooth running of their requirement before and during the lets.
- To carry out checks before and after the lettings to ensure there has been no damage during the let.
- To file and store records regularly and methodically, both electronically and paper files.

Estates:

- To perform administrative tasks within the Estates Department, as directed by the Estates Manager.
- Attending school events, both in the evenings and weekends.

Salary

The salary will be competitive and dependent on experience, but is likely to be in the range of £20,000-£24,000. There is an optional contributory pension scheme available to all non-teaching staff.

The post is full time, with hours such as maybe necessary to perform your duties. Annual leave entitlement is 25 days (increasing to 28 after 5 years) plus bank holidays, as agreed with Estates Manager.

Application process

The completed application form, including the names and addresses of two referees, cv and a letter of application should be sent to Bursar, Mrs Angela Jenkins, Kent College, Old Church Road, Pembury, Tunbridge Wells, Kent TN2 4AX by letter, fax (01892 820232) or email (hr@kentcollege.kent.sch.uk)

Closing date: Monday 25 June 2018 by Midday

References will be taken up prior to interview. One of the referees should normally be the applicant's current or most recent employer. The post requires the highest level of clearance through the Disclosure and Barring Service (DBS).

Kent College is committed to safeguarding and promoting the welfare of children. Appointees must be prepared to undergo child protection screening Child Protection and welfare are taken very seriously at Kent College, with guidelines on confidentiality and staff-pupil relationship procedures well-publicised to staff.

All gaps of employment are to be accounted for and rigorously investigated. Referees are contacted to ensure the validity of the reference. Testimonials are not acceptable in place of confidential references.

