



## Facilities and Estates Assistant

**Full-time (all year round)**

**Permanent, Immediate start**

**Salary: TGS Support Staff scale 3, point 14, £21,994 per annum**

We are seeking an efficient, well-organised and enthusiastic Facilities and Estates Assistant to join our hard-working Estates team.

### **Join our friendly Estates Team**

You will be working as part of a team responsible for the daily security, safety, cleanliness and maintenance of the school site and will feel comfortable managing a diverse workload within a fast-paced environment where no two days are the same.

The core hours for the role are 37 per week to be worked across a 5 day shift pattern (Monday to Friday). This will include some early mornings (07:00 hrs start) and evening shifts (up to 21:00hrs finish time).

**Holidays:** 31 days inclusive of bank holidays and Christmas closure.

### **Tonbridge Grammar School; a high performing state grammar school in Kent**

Educating girls aged 11 to 16 years with a co-ed sixth form, TGS regularly features in listings of the top ranked schools in the South East and the UK. In our most recent inspection in 2019 we were rated outstanding in every area by Ofsted. We have a vibrant enrichment programme and wellbeing is at the heart of everything we do. There is a real sense of community with staff, students and parents/carers working together.

### **A community where everyone is valued and supported to success**

As a provider of employment and education, we value the diversity of our staff and students and constantly work to remove any barriers to progress and believe in fulfilling the Public Sector Equality Duty (PSED) outlined in The Equality Act 2010.

### **Staff wellbeing**

We are committed to staff wellbeing and offer:

- Local Government Pension Scheme – 22.5% employer contribution
- Free use of our Fitness suite
- Staff wellbeing package including winter flu jabs
- Ample parking and electric car charging
- Cycle to work scheme
- Active staff community and socials

### **Professional Development**

The School is committed to supporting your professional development and any relevant training will be provided.

### **How to apply**

Please send your completed application form to: [personnel@tgs.kent.sch.uk](mailto:personnel@tgs.kent.sch.uk) **CVs will not be accepted.**

**Closing date for applications: 09:00 Monday 17 April 2023**

**Interviews: Week commencing 17 April 2023**

Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education legislation. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date.