

Tonbridge Grammar School

Facilities & Estates Assistant

Full-time (all year round)

Salary £20,031 to £20,947 per annum depending on experience

28 days holiday (including Bank Holidays and Christmas closure)

Generous Local Government Pension Scheme – 22.5% employer contribution

Free use of the Fitness Suite

An experienced maintenance person is sought to work as part of the team responsible for the day-to-day security, safety, cleanliness and general maintenance of the school estate and associated facilities in order to ensure the school environment is safe and fit for purpose; maintaining a high quality teaching and learning environment for users.

Key responsibilities include:

- To carry out security procedures across the School estate including the routine and non-routine opening and closing of the School estate;
- To maintain the School's health and safety compliance systems including regular water testing and flushing, emergency light and fire alarm tests maintaining registers as required and to report any Health and Safety breaches to the Facilities and Estates Manager;
- To support internal school events by preparing facilities, setting up IT and configuring rooms as required;
- To support external events (commercial lettings) by preparing facilities, setting up IT and configuring rooms as required;
- Report any defects of the estates, furniture, fittings and equipment to the Facilities and Estates Manager;
- To undertake ad hoc urgent repairs including water leaks, repairs of doors, windows and furniture and cleaning up after breakages and spillages;

The successful candidate will be offered an annualised hours contract, consisting of 37 core hours per week across a 5-day shift pattern (Monday to Saturday). This will include some early mornings (7am), some evening shifts and at least one Saturday per month.

Please send completed application forms to: personnel@tgs.kent.sch.uk

Deadline for applications: Midday Friday 9 December 2022

Interviews: Week commencing 12 December 2022

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