

SEVENOAKS SCHOOL

FACILITIES SUPPORT OPERATIVE





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend

performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



THE ROLE

This is a role for the responsibilities for general facilities support as well as setting up and clearing of school events to ensure a clean, safe and secure environment for pupils, staff and visitors.

REPORTING TO

This role will report to the Security Manager but will work closely with the Marshals', the Estates Team and Events & Lettings Officer.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Supporting site setups and breakdowns for school events and meetings, Including Leavers' and Founder's Day,
- To set up for exams, with support from Estates when required.
- To pick up and distribute the post and stationery around the site as required.
- To take deliveries of parcels and document these to ensure they get to their correct destination.
- Assist with the safe loading, unloading and transportation of furniture and personal belongings around the site as requested
- Driving School vehicles, including minibuses, when required.

OTHER DUTIES

- Supporting car park and traffic management at times of high use of the car parks.
- Note any H&S issues around the school and report these in the correct manner, taking immediate action if required.
- To respond to reasonable requests in line with the skills and requirements of this role and role holder.
- Comply with Health and Safety legislation and safe ways of working, at all times.
- Any other duties as reasonably required.

PERSON SPECIFICATION

ESSENTIAL

- Clean driving license.
- Ability to deal with manual handling as a significant part of the role (training in Manual Handling will be given).
- Ability to work in all weather conditions including snow, rain etc.
- Basic computing skills e.g. the use of emails and Word.
- Ability to manage one's own workload by prioritising of duties.
- Good team worker.
- Reliable and trustworthy.
- Can do attitude with a proactive approach.
- Availability to work, with notice, occasional out of hours work.
- Willingness to be trained in First Aid.



- Strong interpersonal skills.
- Smart appearance (a uniform will be provided).

DESIRABLE

- Driving license with category D1 and previous experience of driving a minibus.
- First Aid Certification.
- Previous work with children.
- Experience of working in a school.
- Experience of manual work and/or previous portering role.
- Basic Knowledge of Health & Safety.
- Flexibility around working hours.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 09:00 - 17:00 all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times.

SALARY

A salary of £26,436.80 per year is available for this

post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays).
- School lunch.
- Free parking (subject to availability).
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Access to Sevenoaks School Savers, a retail discount scheme.
- Optional Benenden Health membership (employee funded).
- Fee remission policy (terms apply).

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).



OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 28/07/2026 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.