



The New Beacon

Estates Team Member Job Specification

The New Beacon is a thriving Preparatory School for boys (and girls in the nursery) from 3 to 13 years of age. The school has an enviable tradition of academic excellence. While entry is non-selective, the majority of boys win places at highly selective senior schools, many with scholarships. There is considerable achievement in a broad curriculum, with music and sport being particular strengths of the school. Pastoral care is very strong, creating a happy and purposeful atmosphere. This is an exciting time to be joining The New Beacon. At the start of this academic year, The New Beacon School merged with Tonbridge School.

The post-holder will be a key part of the Estates Team, helping to create and maintain school buildings and grounds to support and enable first-class teaching and learning in a safe and inspiring environment. The work will be varied and you will be part of a friendly and supportive team.

Key responsibilities

- Daily marshalling of school traffic at drop off and pick up, and as and when events occur that require traffic marshalling e.g. matches, sports days, school fetes
- Minibus driving and maintenance checks, including cleaning
- Daily collecting of rubbish from main school site to take to general waste bins (using utility vehicle) and compacting cardboard
- Emptying external bins around site on a regular basis
- Fire safety checks
- Water hygiene checks
- Assisting the Site Manager with maintenance duties as required
- Helping with gardening and grounds duties when required

Skills, knowledge and attributes

- Driven and enthusiastic with a 'can-do' attitude
- A commitment and desire to contribute to the overall success of the school
- Demonstrable ability to build rapport and interact well with people at all levels, from pupils to teachers and parents
- To be an enthusiastic and positive individual who can stay calm in a busy environment
- Good foundation of practical maintenance skills, ideally including decorating

Start date: 4th January 2021 (or as soon as possible thereafter)

Tenure: Permanent, 8am – 5pm Term-time only (34 weeks a year) with potential for holiday work

Annual Salary: £17,325

Reports to: Site Manager (The New Beacon School)