Candidate Information

TONBRIDGE SCHOOL

GENERAL ASSISTANT
Tonbridge School Centre

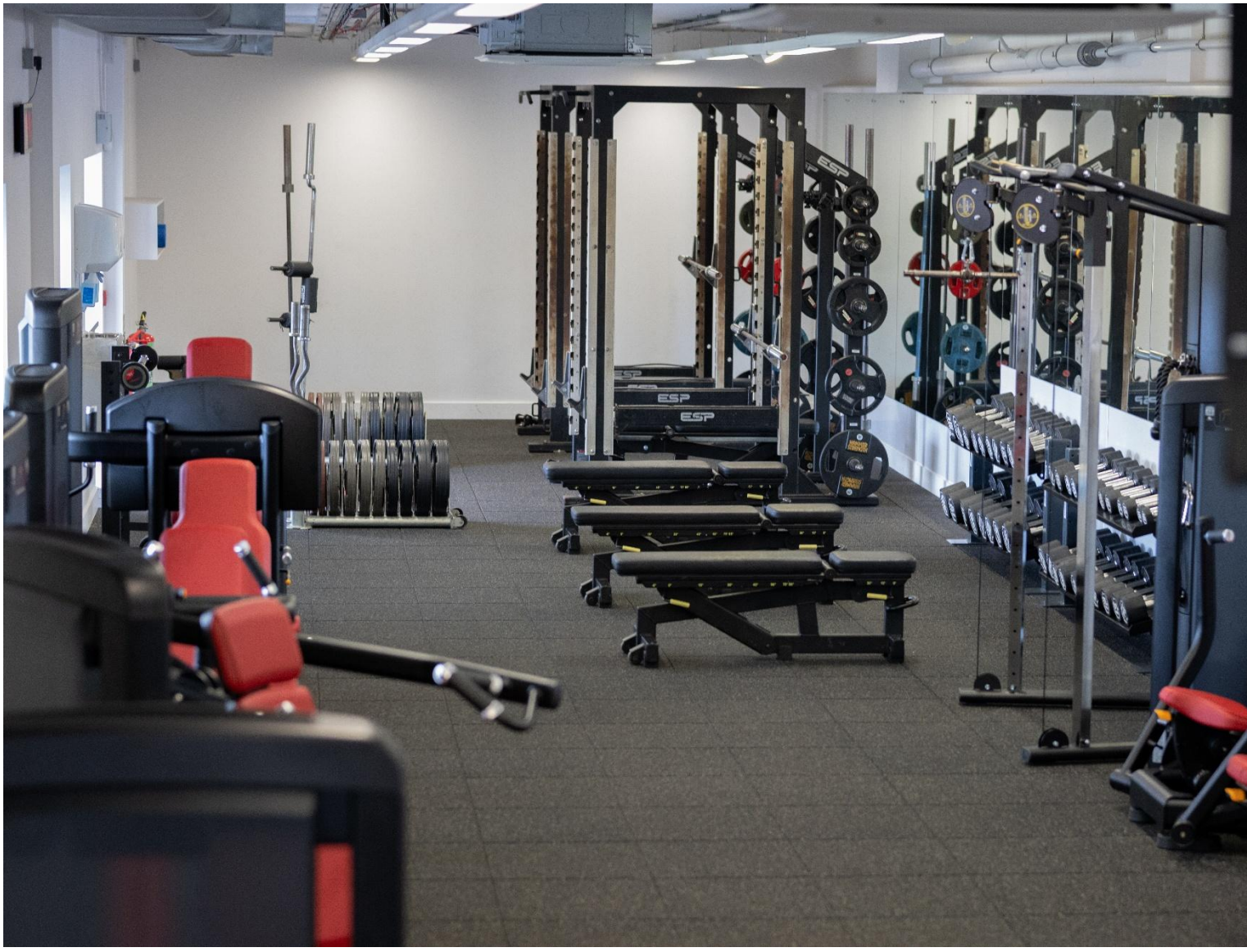


THE DEPARTMENT AND POST

The Tonbridge School Centre provides a wide range of sports, leisure and recreational facilities for pupils, members, parents, visitors and attendees of Recre8 holiday and term-time courses. Maintaining a clean, safe and welcoming environment is essential to ensuring a positive experience for all users and supporting the effective day-to-day operation of the Centre.

Reporting to the Duty Manager, the General Assistant will play an important role in maintaining high standards of cleanliness, presentation and safety throughout the facility. The role involves carrying out cleaning duties in accordance with established procedures and COSHH regulations, ensuring equipment and materials are used and stored safely, and assisting with the set-up, movement and storage of sports equipment to support the Centre's operations. The post-holder will also help identify and report maintenance, health and safety, or building-related issues to ensure the facilities remain safe and well maintained.

This role requires a reliable, proactive and practical individual who can work effectively both independently and as part of a team. The General Assistant will provide a friendly and professional service to customers and users of the Centre, contributing to a positive environment while upholding the School's standards of health and safety, customer care and professionalism.



JOB DESCRIPTION

Job Title: General Assistant

Reporting to: Duty Manager – Facilities

Main Purpose: To work as part of the Tonbridge School Centre General Assistants team, providing and maintaining a clean and safe environment.

MAIN DUTIES

- To maintain the cleanliness and presentation of designated areas within the Tonbridge School Centre, ensuring a high standard of cleanliness throughout the facility.
- To carry out general cleaning duties in accordance with COSHH regulations and established cleaning procedures.
- To comply with all Health & Safety, COSHH and Fire Safety policies, reporting any hazards or concerns to management.
- To ensure cleaning equipment and materials are used correctly and stored safely after use.
- To report any building defects, maintenance issues or damaged equipment to the Duty Manager.
- To provide a friendly and helpful service to customers and users of the Sports Centre.
- To assist with the set-up, movement and storage of sports equipment, to support the day-to-day running of the Centre.
- To undertake any other reasonable duties as requested by the Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Well-organised and methodical, thorough and with attention to detail.
- Team player with a flexible approach to working.
- Self-motivated with the ability to work on own initiative and without supervision.
- Punctual, reliable, honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.
- Excellent verbal communication skills with the ability to deal with a wide range of people including School staff, boys and external guests in a professional and friendly manner.

Experience

- Previous cleaning experience would be an advantage but is not essential.

HOURS OF WORK

This is a full-time, year-round position, working 40 hours per week on a rotating shift system.

Weekend work is required one in every three weekends.

Example shifts include:

Monday to Friday: 5:30am – 2:30pm, 9.00am-6pm, 1.30pm-10.30pm
Saturday: 7.30am-8.30pm
Sunday: 8.30pm-8.30pm

REMUNERATION AND BENEFITS

An annual salary of £27,227.20, plus a generous benefits package including:

- Pension scheme
- Annual leave plus statutory bank holiday
- CPD opportunities
- Staff fee remission
- Staff car parking
- Cycle to Work scheme
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at: **http://www.tonbridge-school.co.uk/jobs**

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Sunday 22 November at 5pm

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

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+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977
The information contained in the brochure is accurate at the time of going to press