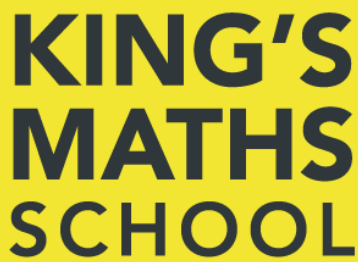


The logo for King's College London, featuring the text 'KING'S' in a large, white, serif font, 'College' in a smaller, white, cursive font, and 'LONDON' in a large, white, serif font, all set against a red background. Below the text are two horizontal white lines.The logo for King's Maths School, featuring the text 'KING'S' in a large, bold, black, sans-serif font, 'MATHS' in a large, bold, black, sans-serif font, and 'SCHOOL' in a large, bold, black, sans-serif font, all set against a yellow background. Below the text are two horizontal white lines.

Premises Officer (Part time)

King's College London Mathematics School

- Actual salary £17,455-£20,783 pro rata (depending on experience and qualifications)
- 25 hours per week, initially on a 1-year fixed term contract.
- Start date: as soon as possible

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post
- Job description
- Person specification

Thank you for your interest in King's College London Mathematics School.

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on [our website](#)

Applications should be made electronically in Word or PDF format by email to KCLMSvacancies@kcl.ac.uk

Enquiries about the role may be made to Tanya Waddingham, Business Manager, at tanya.waddingham@kcl.ac.uk

Closing date: 12pm on Friday 4th July 202 for interviews between 8-10th July

Provisional dates for interviews: 8-10th July, or sooner by arrangement.

We will review applications on a rolling basis as they are received.

King's College London Mathematics School (KCLMS)

<https://www.kingsmathsschool.com/>

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The state-funded school was opened in September 2014 by King's College London, and since then its students have consistently achieved unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form School of the Decade by The Sunday Times.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2023*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from King's College London's Waterloo campus. The school has 150 students split between year 12 and year 13.

Admissions Policy

KCLMS operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English Language (grade 5-9);
- A threshold score in a mathematical entry test set by KCLMS;
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach

KCLMS aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

Premises Officer

We are seeking to appoint an enthusiastic, caring, well-motivated and suitably qualified person for the post of Premises Officer. The post holder will work in a vibrant learning community, delivering effective management of the school site. It is strongly desirable that the successful applicant will have practical maintenance skills and/or certification in one or more areas such as basic plumbing, carpentry, painting/decorating and electricity. Personal qualities will include versatility, tact, commitment and initiative. This is an opportunity to share in the life of this friendly, successful and vibrant school.

The Premises Officer will report to the Business Manager and will be prepared to work dynamically with teams of staff across the organisation. They will lead in the day-to-day management of the school's facilities and IT. The role is wide-ranging and will change with the demands of the different times in the school year and would suit someone who would relish that variety.

This post represents an interesting opportunity for someone with relevant experience to bring their skills to a highly motivated group of staff and students at one of the leading schools in the country. The post is suited to someone with some experience of school premises management although full training will be given. The successful applicant should have strong organisational and time-management skills and the ability to prioritise their workload to ensure that deadlines are met, as well as to work autonomously and take initiative. Excellent communication and interpersonal skills are also essential requirements.

The post is offered on a 1-year fixed term basis at 0.625 FTE. We anticipate being able to extend this to a permanent role when the school expands, subject to funding. The preferred working hours are between 1.30-6.30pm, Monday to Friday, though we are willing to discuss the successful applicant working longer hours during school term time and fewer hours during school holidays. The postholder will receive 16.9 days of annual leave in addition to pro-rata bank holidays and the working days that fall between Christmas and New Year.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable and fun team.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- 21.9% employer pension contributions to the local government pension scheme, subject to contributions by the employee on a tiered scale.
- A bean to cup coffee machine – we know the importance of good coffee!

Job description

| | |
|-----------------------|------------------|
| Post title | Premises Officer |
| Responsible to | Business Manager |

Role outline

The Premises Officer will

- ensure that the whole school environment is maintained at a satisfactory and acceptable standard for the full range of school and community activities.
- be required to oversee and monitor all maintenance work carried out at the site and liaise with contractors as necessary.
- Work closely with the Business Manager, external contractors and King's College staff to ensure that the school remains compliant, maintaining accurate records and proactively managing the scheduled and maintenance task lists.
- Carry out maintenance tasks where suitably trained/qualified.

Responsibilities

Buildings Maintenance and Management

- To manage an ongoing building maintenance list, and ensure tasks are completed or are escalated as appropriate;
- To organise, manage and participate in decoration programmes as agreed with the Business Manager.
- To organise, manage and participate in minor improvement work, as agreed with the Business Manager.
- To ensure that, either directly or by negotiation with contractors, repairs to the school's buildings are undertaken. (as agreed with Business Manager);
- To make appropriate arrangements for dealing with emergencies which occur outside normal hours. (in conjunction with the Business Manager);
- To assist the Business Manager with the preparation of specifications, selection of tenderers and the adjudication of tender bids for minor works;
- To liaise with contractors and to monitor the contract work and progress;
- To maintain and develop the school's asset register (of fixtures, fittings, IT equipment etc);
- To play a proactive role in identifying and planning a preventative maintenance programme and for the routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To be responsible for overseeing and monitoring the effective and efficient operation of the heating and boiler systems (currently maintained by contractors) and to maintain the appropriate records.
- To advise the Business Manager on matters relating to energy control and conservation.
- To maintain monthly records of services consumption, e.g. water, electricity and gas, submitting readings to the utility companies where appropriate,
- To be responsible for the organisation, arrangements and monitoring of various maintenance related contracts.
- To be responsible for maintaining systems of directions and signs throughout the premises. (eg Emergency signage)
- To ensure that the external environment of the school is kept free of litter and weeds etc., and that pathways are gritted or salted when required during wintry conditions.

Security

- To maintain securely a full set of school keys and to operate the school key register system.
- To perform the nightly “lock up” checks, ensuring all windows are closed, doors shut etc. ensuring that the premises is secure.
- To liaise with King’s College staff and external providers to ensure that there is adequate and effective security of the school and its property.

Health and Safety and Compliance

- Ensuring health and safety checks are carried out as required, including but not limited to fire alarm testing, ensuring contractors read and sign the asbestos register, portable electrical appliances, fire safety checks, gas safety checks and arrange remediation of any defects identified;
- Liaising with visitors to the school, including those conducting Health and Safety checks and other buildings functions, to find appropriate times for their visits that minimise any interruptions to learning.
- To carry out fire alarm tests (weekly) and fire evacuation drills (termly) and maintain appropriate records.
- To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied.
- To assist the Business Manager in the annual review of Health and Safety Risk Assessments within the school.
- To assist the Health and Safety Officer (Business Manager) in advising the Headteacher on all relevant Health and Safety regulations and to advise on any issues contravening or affected by those regulations.
- To assist the school Business Manager by participation in regular school site walks.

Broader responsibilities

- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King’s College London Mathematics School;
- Prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies.
- Attending training days in reasonable proximity to the start or end of the KCLMS terms (usually, within three working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- Complying with all school policies;
- Maintaining confidentiality of staff and student/family information;
- Demonstrating a commitment to equal opportunities, and to the promotion and safeguarding of the welfare of students and staff at the school;
- Undertaking such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don’t want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that

candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of the criteria described.

| Criteria | E S S E N T I A L | D E S I R A B L E | HOW IDENTIFIED AND ASSESSED AP Application I Interview R References |
|--|---|---|---|
| Education/qualification and training | | | |
| Formal training in any of the following: Building Management, maintenance, DIY, plumbing, electrics or Caretaking | | X | AP |
| Premises management or caretaking qualifications | | X | AP |
| Recognised Health and Safety qualification | | X | AP |
| First aid qualification | | X | AP |
| Experience | | | |
| Building Management, maintenance, DIY, plumbing or Caretaking practical experience | X | | AP |
| Experience of planning and delivering projects | | X | AP, I |
| Experience of managing external contractors | | X | AP, I |
| Experience of managing health and safety compliance | | X | AP, I |
| Experience working with ICT and facilities | | X | AP, I |
| Knowledge/skills | | | |
| Ability to communicate clearly and appropriately in person, by email and by telephone | X | | AP, I, R |
| Excellent organisational skills and keen attention to detail | X | | AP, I, R |
| IT literacy, including the ability to learn new systems, and ideally familiarity with Microsoft Office applications (Word, Outlook, Excel) | X | | AP, I, R |
| Ability to deal with competing priorities and deadlines | X | | AP, I, R |
| An eye for detail and the ability to record information accurately | X | | AP, I, R |
| Ability to deal independently with email correspondence and telephone enquiries | X | | AP, I, R |
| Personal characteristics/other requirements | | | |
| Proactive in approach to work, taking initiative on duties | X | | AP, I, R |
| Ability to work constructively with others inside and outside the school | X | | AP, I, R |
| Detail oriented, precise, and accurate | X | | AP, I, R |
| Integrity and reliability | X | | AP, I, R |
| Understands the need for data confidentiality, and how to keep data secure. | X | | AP, I |

| | | | |
|---|---|--|----------|
| Willingness to work flexibly in a small team to ensure the smooth running of the school | X | | AP, I, R |
|---|---|--|----------|

Safeguarding

King’s College London Mathematics School is committed to safeguarding the welfare and well-being of children, and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King’s Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills and experiences.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Business Manager, Tanya Waddingham, by emailing Tanya.Waddingham@kcl.ac.uk