



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

Morning Premises Assistant

COMMENCING MAY 2025

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
LONDON
SW7 5LE

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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724

The Royal Borough of Kensington

QUEENS
GATE S.W.7.



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION FOR THE ROLE OF MORNING PREMISES ASSISTANT

WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

Amy Wallace
Principal



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ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.





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APPLICANT INFORMATION FOR THE ROLE OF **MORNING PREMISES ASSISTANT**

ABOUT US

(continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive

academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Curriculum
- Director of Teaching, Learning & Assessment
- Director of Pastoral Care
- Assistant Director of Pastoral Care
- Head of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

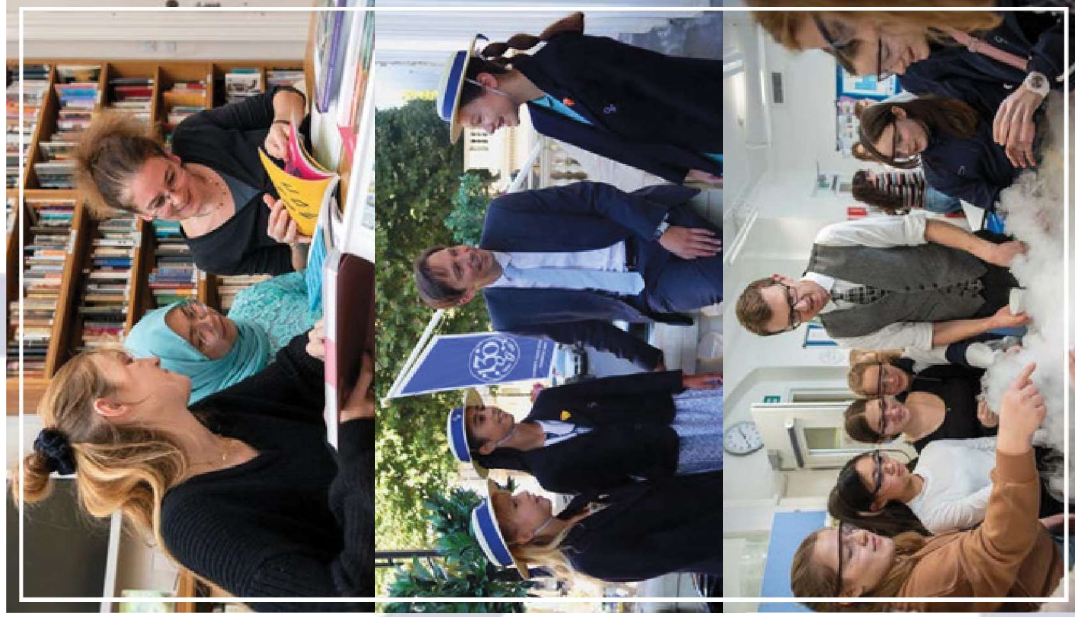
- Director of the Junior School
- Director of Studies
- Director of Outreach & Operations
- Senior Tutor
- Teaching & Learning Coordinator

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.





THE ROLE



Queen's Gate is a happy, bustling independent day school for girls aged 4-18, housed in five Victoria terraced mansions in Central London. Located between Gloucester Road and South Kensington Tube Stations, we are a warm, tightknit and diverse community.

We wish now to appoint a Premises Assistant (Caretaker) to work mornings. This role will involve supporting the Maintenance Manager with day-to-day maintenance and caretaking duties, as well as providing additional supervision as pupils are arriving at the school buildings at the end of the day. The role will also involve opening up the buildings each evening.

The anticipated hours for this role 06:30-15:00 during term time and 07:00-16:00 during holidays; however, we hope the successful candidate will be able to offer some flexibility on occasion to suit the school's needs.

The Premises Assistants are responsible for supporting the general care, maintenance and upkeep of the school site and facilities, along with portering and assisting with the security functions.

Main duties include:

- Opening and closing school buildings – including the setting of the intruder alarm
- Carrying out security, fire safety, maintenance and plant room patrols – identifying issues and reporting them to the Maintenance Manager
- Carrying out emergency light tests and fire alarm tests – including the resetting of the fire alarm panel
- Responding to alarms and carrying out the correct actions to ensure the safety of all those in the School
- Carrying out health and safety compliance checks as directed by the Maintenance Manager
- Setting up spaces correctly to meet the School programme – including the moving of furniture and other resources for meetings, functions and events
- Undertaking routine minor maintenance tasks and supporting the Premises team with larger tasks
- Assist in ensuring pupils safely enter and exit the School at the beginning and end of the day
- Carrying out general portage duties and distributing deliveries across the School
- Emptying general waste and recycling bins and clearing rubbish from the site
- Carrying out cleaning as required outside of the main contract cleaning hours

Applicants must hold a current UK driving licence driving and be physically able to undertake the above duties, including regular manual handling tasks, across a six storey building. Applicants must have a can-do attitude and be enthusiastic, flexible, helpful and friendly.



THE PERSON

Qualifications	Essential	Desirable	Method of Assessment
An understanding of Health and Safety in the workplace	•		Appropriate original certificates
Hold a current UK driving licence	•		Application References
An understanding of the School environment and an appreciation of the duties stated on	•		Application References

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Experience	Essential	Desirable	Method of Assessment
An ability to communicate clearly with staff and pupils	•		Application Interviews References
Experience of working in a school		•	Application Interviews References
A positive can-do flexible attitude, with the ability to identify issues and take appropriate actions	•		Application Interviews References
A good team member and a willingness to contribute and learn	•		Application Interviews References
Experience of managing Health & Safety matters		•	Application Interviews References
Experience working as part of a team	•		Application Interviews References





THE PERSON

(continued)

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Excellent oral and written communication skills	•		Application Interviews
Strong IT literacy, particularly in Microsoft Word and Excel		•	Interviews
Ability to think and act strategically and creatively		•	Interviews References
Awareness of Health & Safety procedures in a School	•		Interviews
A willingness to undertake appropriate training to develop skills as required	•		Interviews
Awareness and understanding of safeguarding and welfare of children, including the ability to form and maintain appropriate relationships and personal boundaries with children and young people	•		Interviews References
Awareness of GDPR	•		Interviews



Personal Qualities	Essential	Desirable	Method of Assessment
Sense of humour	•		Interviews References
Enthusiasm and energy	•		Interviews References
Self-motivation	•		Interviews References
Commitment	•		Interviews References
Patience and diplomacy	•		Interviews References
Flexibility and resilience	•		Interviews References
Excellent organisational skills	•		Interviews References
Ability to seek and take advice	•		Interviews References



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APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: www.queensgate.org.uk/about-us/employment-opportunities

Please return a completed application form, along with a covering letter to the Principal, to recruitment@queensgate.org.uk

The closing date for applications is **Tuesday 22 April 2025**, and the first round of interviews will be held as soon as possible after applications. Please note that if we receive a suitable applicant, we may appoint early.



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