



ALLEYN'S

Appointment of
Premises Operative

Full-time, All Year Round
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Premises Operative here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 17th in the national league tables for A level results this year, for example. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully



Mrs Jane Lunnon
The Head



About The Role

Thank you for your interest in the role of Premises Operative.

The Premises Team are responsible for the day-to-day security, presentation, and logistical operation of our School site. This includes patrol duties, event setups and take-downs, building security, statutory building checks and site presentation. They work as a team, reporting to a Senior Premises Operative, and under the Director of Site Operations. These roles work to shift patterns set by the School, which are subject to the changing needs from time to time.

Main Responsibilities

Site Security:

- Where working shifts at the start or end of the day, take part in routines for unlocking, opening, closing, and locking the external and internal doors and windows of the School buildings and gates to the School sites as required, including activating and de-activating the intruder alarm systems.
- Always keep vigilant, patrolling the site during the hours of duty and acting on any matters seen which relate to security or safety.
- Patrol the external routes and coach bays before and after School, providing a visible presence for pupils, parents, and wider community.
- Ensure that all intruders are dealt with adequately in accordance with School practice.
- Where necessary, liaise with coach drivers who are not following local parking regulations, reporting back to the Head of Premises where coaches are non-compliant.
- Respond promptly to security-related incidents, including medical emergencies, accidents, or unauthorised access.

Site Logistics:

- Assist in the set-up for internal and external events such as laying out chairs and tables for assemblies, exams, and other gatherings.
- Join other staff in taking pride in the appearance of the School. This will involve checking on and removing litter and other debris in the immediate vicinity of either of the entrance Lodges, pathways and outside the School gates.
- Carry out general cleaning and maintenance duties, especially during holiday periods.
- Carry out basic maintenance duties which are within the role holder's capabilities, such as painting, changing light bulbs, general repairs etc.
- Accompany specialist or servicing contractors, giving them access to relevant parts of the site and ensuring that they comply with the School's Health and Safety and Security policies.
- Move to the external storage racks provided any pupils' bags and belongings left around outside the School buildings, especially before evening events and at weekends to prevent theft and ensure the good presentation of the premises.
- Sort and distribute post and parcels coming into the School.



Health and Safety:

- Act as a Fire Marshal for the School, receiving full training in the operation of the fire panel and dealing with emergency services.
- Complete various statutory building checks which will include; fire extinguishers, fire doors, accessible alarms etc.
- To provide first aid out of hours when the main school first aid service is not operational.
- Have a working knowledge of Health & Safety and be aware of and act within the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.

Safeguarding:

Maintain the highest standards of Safeguarding at all times.

Our Values (the Alleyn's ROCCK!)

Respect
 Opportunity
 Curiosity
 Courage
 Kindness

Person Specification

The ideal candidate will meet the qualities listed below and have an interest in and willingness to learn some of the skills associated with grounds work too.

The table below sets out the experience, skills and qualities required for this role.

Education	A basic level of education is required. First Aid qualification or willingness to undertake one, once in post. Manual Handling training or awareness (on-site training will be provided).
Experience	Understanding the demands of working on a School site with high pupil, teacher and commercial expectations. Understanding of basic building management, site presentation and security operations.
ICT	Basic knowledge of ICT - can use e-mail and internet browser, basic functions on Word.
Physical Attributes	A good level of fitness allowing the person to spend a significant amount of time on their feet, moving stock, etc.
CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues to achieve individual and shared tasks to support the successful operation of the School.
1:1 Oral Communication Skills	Ability to communicate professionally with colleagues in spoken English.
Written Communication Skills	Ability to complete short forms or write brief notes in English.
Organisational Skills	Ability to follow general instructions (largely follow pre-determined check sheets and processes). The need to be flexible to accommodate last -minute requests.
Timekeeping & Flexibility	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
Attention to detail	Ability to identify problems with your own immediate work, including the accuracy of written and/or numerical data and to correct or report these issues to others.
Enthusiasm/ Motivation	Enthusiasm and self-motivation, actively seeking to further the School's best interests.
Awareness of whole-School Activity	Awareness of activities taking place both within the department and across the School.
Confidentiality & Discretion	Awareness that the role holder's position may from time-to-time give them access to information which cannot be shared internally or externally.
Problem Solving Skills	Ability to solve problems that may significantly impact on others and have the confidence to deal with issues in a calm and authoritative manner.

Line Management

The Premises Operative is managed on a day to day basis by the Senior Premises Operatives and the Director of Site Operations.



Working at Alleyn's

Terms and Conditions

The job is available full-time, All Year Round, working Monday to Friday 14:30 to 22:30.

The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be from £27,081.00 per annum and will be paid over twelve-monthly instalments.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of School facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the COO, Mr Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to: The HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Thursday 23 January 2025.

If you have any questions you are very welcome to contact HR by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the COO, Director of Site Operations, and the Senior Premises Operative. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



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