



1619

Appointment of  
**Senior Premises Operative  
(Weekend)**

Part-time, all year round  
Information for Applicants

# Letter from the Head

## Dear Applicant

Thank you very much for your interest in becoming a Senior 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 Senior Premises Operative. In this role you will be responsible for the management of the weekend Premises and Concierge Team who have the day-to-day task of securing the site, supporting events, welcoming visitors and enabling the day-to-day presentation and logistics of the site to an exceptionally high standard.

As the Senior Premises Operative, you will be very 'hands on' and as such you will undertake many of the duties listed below, such as event set-ups, building lockups and building checks in conjunction with other weekend staff who this role will manage.

## Responsibilities of the Role:

### Premises Team

- Oversee the day-to-day running of the weekend premises team, ensuring that the School and Alley's School Enterprises Limited (ASEL) logistical requests are fulfilled.
- Ensure that buildings are closed and secured within agreed security protocols.
- Ensure site presentation and site security has sustainability at his heart through adhering to waste and recycling channels, turning off power sources, closing windows, etc. in classrooms.
- Ensure the site is well presented at all times, directing the work of the team in matters such as leaf clearing, litter collection, bin emptying, left property collection, etc.
- Respond to and direct premises staff in routine requests from school staff through the online helpdesk, e-mails, and verbal requests.
- Meet regularly with the Head of Events and ASEL Event Coordinators to ensure smooth provision of service is achieved and ensure a robust 'look-ahead' process is in operation.
- Ensure patrol and gate duties are fulfilled to the agreed security protocols and standards of behaviour.

### Leadership & Management

- Communicate and motivate staff to achieve work schedules and objectives provided by the Director of Site Operations.
- Manage a small team of operational staff who operate the site during the weekends.
- Conduct performance reviews on employees and encourage continuing professional development.
- Ensure the relevant daily and weekly task check sheets are completed satisfactorily and follow-up on any missed tasks or issues.
- Ensure all team members receive appropriate training and development to suit their needs and that of the School and department.
- Manage the day-to-day working patterns and absence management for the weekend premises team.
- In conjunction with the other Senior Premises Operatives (weekday day and weekday evenings) to ensure rotas and shift patterns are fully staffed and manage any gaps through sickness or holiday absence.
- Report to the Director of Site Operations on routine HR matters or concerns, working with the Human Resources department where necessary.
- Act as site Duty Manager at weekends to be the initial point of contact for any on-site issues or emergencies that require an immediate response or rectification and act as the point of escalation to the Senior Manager when required.



### Health & Safety

- Maintain a thorough knowledge of all relevant national and local current legislation e.g., Health and Safety, first aid, COSHH, environmental management and employment to ensure compliance.
- Conduct regular risk assessment programmes.
- Ensure all equipment is regularly serviced and maintained.
- Conduct and direct staff in relevant statutory building and facilities checks to the agreed frequencies and processes.

### Safeguarding

- Maintain the highest standards of safeguarding at all times.

### Other

- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote, and act within the School's policies and practices about data protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote, and act within the School's Safeguarding Policy.
- Any additional duties, as directed by the Director of Site Operations which are within the reasonable capability and responsibility of the Senior Premises Operative.

### Line Management

The Senior Premises Operative role is one of three (weekday daytime, weekday evenings) and would manage a small team of staff who operate during the weekend and other stakeholders on site. The role will be managed by the Director of Site Operations.

## Our Values (the Alleyn's ROCCCK!)

Respect  
Opportunity  
Curiosity  
Courage  
Kindness

## Person Specification

This role requires evening availability, a willingness to work collaboratively, and a high degree of personal accountability in ensuring the site's security, presentation, and operational excellence.

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|---|---|
| <b>Education and Qualifications</b>       | 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).   |
| <b>Skills and Experience</b>              | Working in a similar role in a comparable-sized operation or school is desirable. Proven experience in managing and motivating a small team to achieve set tasks and deadlines on request. Ability to meet and exceed internal customer expectations around level of service provided by this type of role.<br>Essential to have a driving license. |
| <b>Knowledge</b>                          | 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.   |
| <b>Safeguarding</b>                       | A strong commitment to upholding safeguarding standards and maintaining confidentiality.  |
| <b>Physical Attributes</b>                | A good level of fitness allowing the person to move around freely throughout their work and undertake duties linked to the role such as furniture and equipment moving. The role will involve a lot of walking around site and in buildings.  |
| <b>ICT</b>                                | Basic knowledge of ICT- use of e-mail, Word and Excel.  |
| <b>Communication (Written and Oral)</b>   | Ability to communicate professionally in spoken English with own team, other internal teams and external customers. Ability to draft basic e-mails, letters and complete short forms or write brief notes in English.   |
| <b>Managing Relationships</b>             | Ability to assist and work well with colleagues. Be able to manage and support a small team and work across teams and support others to achieve their and the Schools goals.  |
| <b>CPD</b>                                | Willingness to learn new skills and develop as required within the job role.  |
| <b>Organisational Skills</b>              | Ability to follow general instructions (largely follow pre-determined check sheets and processes). Set tasks for the team to undertake during each shift and be able to adapt to last minute changes in requests or high demand of activity to support events.  |
| <b>Timekeeping &amp; Flexibility</b>      | Ability to be punctual and reliable and work flexibly to meet the changing demands of the School.   |
| <b>Attention to detail</b>                | Ability to identify problems with your own immediate remit and to correct or report these issues to others. Understand what excellence looks like and instill this in your direct reports.  |
| <b>Enthusiasm &amp; Motivation</b>        | Enthusiastic and self-motivated and committed to support the ambitions and ethos of the School.   |
| <b>Awareness of whole-School Activity</b> | Awareness of activities taking place within the School and how your team can support and enhance the success of these activities.   |
| <b>Problem Solving Skills</b>             | Ability to solve problems that may significantly impact on others and have the confidence to deal with issues in a calm and authoritative manner.   |



# Working at Alleyn's

## Terms and Conditions

The position is available on a part-time basis, all year round, with twenty days of annual leave, plus public holidays, along with a discretionary closure period over Christmas. Annual leave increases to twenty-five days after five years of service.

The successful candidate will be required to work a full day on Founder's Day, one Saturday per year in late June or early July and Open Days. There may be other occasional School events that also require the role holder's presence.

This role is based on-site at Alleyn's School in Dulwich, South London, and the core hours are based on 23 hours a week, working Saturdays 8am to 8pm and Sundays 9am to 9pm, excluding a 30 minute break for lunch.

The salary for this position ranges from £13,639 to £15,002 per annum, pro rata, (based on the FTE of £30,000 to £33,000 per annum), subject to experience and qualifications 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 a 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

## How to Apply

The application form can be downloaded from our website, [www.alleyns.org.uk/jobs](http://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.**

## Interviews and Appointment

All documents should be emailed to [jobs@alleyns.org.uk](mailto: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 Friday 24 January 2025.**

Interviews will be conducted at the School on **Thursday 30 January**. This will consist of interviews with relevant colleagues including the Director of Site Operations and the COO. 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.

If you have any questions you are very welcome to contact Human Resources by email at [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or by phone on 020 8613 8055.

## 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.



