

Appointment of
Part time
Evening School Concierge

To start as soon as possible



The Godolphin and Latymer School
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Working at Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your professional duties

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.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- 5 Participating in meetings at the School which relate to whole-school issues.

Job description

The Evening Concierge is responsible to the Premises Manager and is based in the Security booth.

The Concierge post is a key position within the School. The main objective is to ensure that a high level of security provision is provided at all times. As a first point of contact for visitors, the Concierge should be welcoming and helpful but firm. They should, of course, be vigilant at all times.

The main responsibilities of the post include:

- Dealing with visitors to the School to:
 - determine whether they should have access to the School premises;
 - ensure visitors are signed in on arrival to the school and issued with the relevant visitor's badge (or generic badge in special circumstances) in accordance with the School's Security Policy;
 - ensure visitors and contractors are directed to reception or accompanied by a member of staff as and when necessary;
 - ensure visitors leaving the premises return their badge;
 - ensure accurate registers are kept for specific events and that all visitors to the site can be accounted for in the event of an emergency or evacuation;
- Site access and security to include:
 - managing access through the pedestrian gate and car park gates in accordance with the School's Security Policy;
 - monitoring external CCTV cameras which include entrances to the site and car parks;
- Managing the use of the School car parks, to include:
 - maintaining details of staff cars registered to use the car parks and ensuring these details are kept up to date;
 - ensuring vehicles using the car parks do so in accordance with the School's car parking procedure;

This job description should be read in conjunction with the following policies and procedures which are reviewed annually:-

- Security Policy
- Security Office Procedures
- Visitors Procedure
- Car Parking Procedure

The Evening Concierge will be required to undertake First Aid at Work training and SIA training.

The Evening Concierge should take an active part in the review of these documents to ensure they are appropriate and accurate.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

Person specification

	Essential	Desirable	Method of Assessment
Education / Qualifications	<ul style="list-style-type: none"> To be educated to GCSE level including English and Mathematics The willingness to undertake the required training for the post if not already undertaken e.g. SIA training 	<ul style="list-style-type: none"> First Aid at Work qualification Qualification/s relevant to the post, e.g. SIA training 	<ul style="list-style-type: none"> Application form Appropriate certificates References
Experience	<ul style="list-style-type: none"> Experience of dealing with the public both in person and on the telephone (ideally in a similar role) 	<ul style="list-style-type: none"> Experience of working in a School or other educational establishment 	<ul style="list-style-type: none"> Application form References Interview
Skills and Abilities	<ul style="list-style-type: none"> To be articulate and able to give clear instructions To have excellent interpersonal and communication skills To have an excellent manner and the ability to deal confidently with enquiries To be able to work with a high level of initiative To interact positively with pupils, staff, parents and visitors To be able to organise effectively and efficiently To be able to enforce School policies and procedures in a friendly but assertive way 	<ul style="list-style-type: none"> Basic ICT skills 	<ul style="list-style-type: none"> Application form References Interview
Personal Qualities	<ul style="list-style-type: none"> To be committed to safeguarding and to promoting the welfare of children at all times To be discreet and confidential To be pleasant, helpful and polite To be calm and confident To maintain professional standards of behaviour and presentation in accordance with the Concierge Code of Conduct To be accommodating and flexible to suit the requirements of the role 	<ul style="list-style-type: none"> A good sense of humour 	<ul style="list-style-type: none"> Application form References Interview
Knowledge and Understanding		<ul style="list-style-type: none"> To understand how a school community functions 	<ul style="list-style-type: none"> Application form References Interview

The department

The Premises Department is responsible for the upkeep and development of the fabric, services and security of Godolphin and Latymer's six acre site in Hammersmith. The Premises Manager is responsible for the Premises Team, which consists of an Assistant Premises Manager, five Premises Assistants (two of which are Premises Assistant Team Leaders working on alternate shifts), and two Security Officers/Concierges.

Concierge (Security)

The School Concierges are the first point of contact for all parents and visitors to the school. The main objective is to ensure that a high level of security is provided at all times. The main function of the role of the Concierge is to deal with visitors to the school, managing access to the site by controlling the pedestrian gate and monitoring CCTV, and managing the use of the school's car parks. There are two Concierges (Morning and Evening) at the school, working opposite shifts to ensure that the Security booth is supervised at all times during the opening hours of the school throughout the year. The Premises Assistants provide cover for this role during periods of absence, illness and for their daily breaks.

Premises Assistants

A team of five Premises Assistants (which includes a Team Leader that supervises each shift) are responsible for repairs, decoration, portage, some cleaning and maintenance of buildings and furniture, which ensures the high standards that the pupils and staff expect at all times. They assist with the movement of furniture and equipment and take delivery of items delivered to the school. They also facilitate the opening and closing of the school as directed by the Premises Manager / Assistant Premises Manager and they ensure that the School is secure and alarms are set. They are employed on a shift pattern and work alternate early and late shifts to ensure that the school has adequate resources between 7.00am and 8.00pm during term time, and 8.00am to 5.00pm during school holidays. There are many after-school and weekend and bank holiday events.

The grounds

The Premises department are also responsible for maintaining all external areas of the site, including the boundary wall and fences. This includes maintaining the lawns, borders, flower beds and landscaped areas of the site and ensuring that the paths, driveways and courtyards are swept regularly, kept clean and gritted during icy periods. The department is also responsible for the upkeep of the Astroturf and hard court.

Staff benefits

Benefits include:

Staff Fee Remission – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

Medical staff on site – during term time, the School employs two School Nurses providing daily cover, a School Doctor is on site for half a day every week, and two School Counsellors each work two days per week. All medical staff are available to employees of the School.

Enhanced sick and maternity/paternity pay arrangements – the School offers additional support to staff via its sick and family friendly policies.

Pension Scheme - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Private Medical Insurance – membership of a private medical insurance scheme is available at a reduced rate.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Cyclescheme – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches and Refreshments – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions available to staff, including acupressure massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Salary, Hours and Application

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

This is a part time year round position working Monday to Friday each week. The working hours are 1.30pm to 8.00pm during term time (and the days before and after each term starts and ends), 12.30pm to 5.00pm during school holidays, and 8.00am to 5.00pm when the Morning School Concierge takes their annual leave. Additional hours will need to be worked to accommodate a variety of evening activities that usually take place at the School.

Annual leave

The post attracts 28 days annual leave, in addition to public holidays. All annual leave must be taken during school holidays. This includes allocating five days to the Christmas holiday when the School is closed, taking a minimum of one week at Easter and a maximum of three weeks in the Summer holiday. Both the Morning and Evening Concierge must ensure between them that they are available to cover the annual leave of the other.

Application

This is a permanent role. The start date will be as soon as possible on the completion of all required pre-appointment checks. This can be discussed at interview stage for those shortlisted.

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

There is no closing date for this vacancy.

Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

Safeguarding

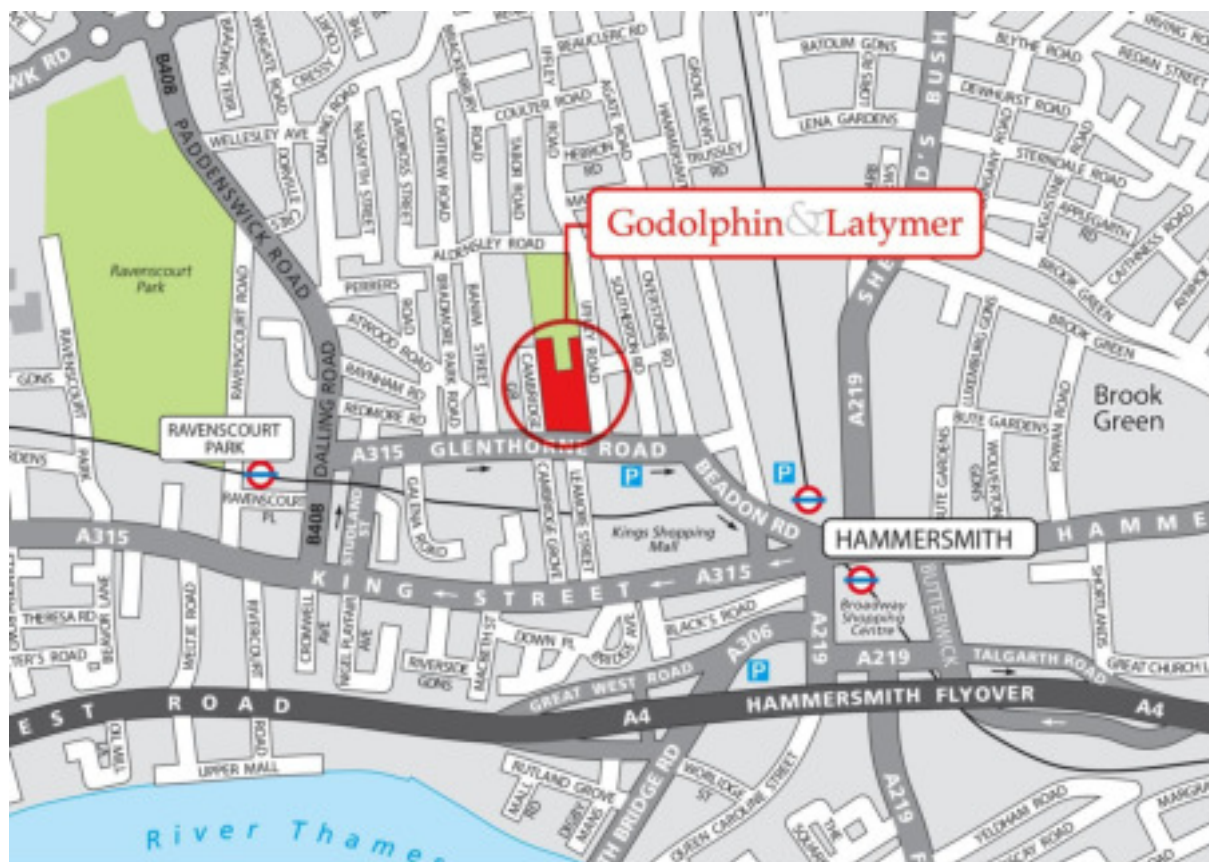
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications.

The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

