

# SCHOOL KEEPER

REQUIRED FOR JULY 2025

---

CANDIDATE PACK

  
jags

James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



---

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

---

# SCHOOL KEEPER

## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

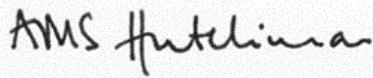
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



Mrs Alex Hutchinson, MA (Oxon) PGCE



# SCHOOL KEEPER

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Recruitment ([recruitment@jags.org.uk](mailto:recruitment@jags.org.uk)) if you would like to arrange this.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Pension scheme with 10% employer contributions
  - Free onsite parking
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# SCHOOL KEEPER

## THE ROLE

|                                |   |
|--------------------------------|---|
| <b>JOB TITLE:</b>              | School Keeper   |
| <b>TERMS &amp; CONDITIONS:</b> | Full Time<br><br>35 hours per week worked 2:00pm-10:00pm Monday to Friday (with a 1-hour unpaid break each day) |
| <b>SALARY:</b>                 | £26,000 - £29,000 per annum depending on qualifications and experience  |
| <b>RESPONSIBLE TO:</b>         | School Keeper Manager   |

### Overview

The role holder will be part of the School Keeping team which sits within the Facilities department. The teams enable the educational and other work of the School to proceed in a safe and secure environment. The team are responsible for unlocking and locking the School's buildings, receiving and processing post and other deliveries for various key departments and stakeholders, moving equipment around the School and the setup for events, and are often the first point of contact for staff requiring support around the School.

The postholder is expected to be self-motivated and enjoy working within a school environment as part of a team. A good service ethos is essential, and a can do, proactive, energetic attitude towards work and people is a must.

### Main Responsibilities

#### Customer Service

- Deliver excellent and professional customer service at all times.
- Provide cover for the School reception when required.

#### Health, Safety & Security

- Follow the direction of the School Keeper Manager in undertaking routine inspections of the life safety systems (e.g., fire extinguishers, fire alarms, emergency lights).
- Act as a first aider and fire warden, acting as a first point of contact for the emergency services.
- Unlock/lock and disarm/arm the School's properties and alarms at the start and end of the day.
- Provide a security presence at the School's gates as directed, as and when required.

#### Maintenance

- Follow the direction of the School Keeper Manager in undertaking regular inspections of the School to promptly identify any issues with the building fabric, furniture, fittings and equipment, especially those which are a source of danger to others or affect the security of the building or the ability of staff and students to work or study.
- Undertake basic repairs and escalate more complex jobs to the Maintenance team.

## Portering & Setups

- Internally deliver post and deliveries to the relevant member of staff/department.
- Help Reception and other public-facing areas remain professional looking by keeping them tidy.
- Prepare rooms and spaces for lessons/meetings/events, with furniture set out or put away as required and rooms clean and presentable.

## Cleaning

- Collect refuse from around the estate, sort into processing streams and use the on-site compactor to prepare for off-site processing.
- Clean spillages as required around the School site when required
- Clean internal and external areas on an ad hoc basis when required

## Events & Hires

- Prepare and set out all facilities that have been hired in accordance with the hire agreement and ensure that the facilities are clear, clean and ready for the School's normal use at the end of the hire period.
- Prepare and set out in accordance with the staff member's request all facilities that have been booked for School events and ensure that the facilities are clear, clean and ready for the School's normal use at the end of the event.

## Other

- Undertake other responsibilities as reasonably directed by the School Keeper Manager, Head of Facilities & Estates or any member of the Executive Team.

# SCHOOL KEEPER

## PERSON SPECIFICATION

### Operational Excellence

- Physical fitness sufficient to carry out regular equipment and furniture moves throughout the day, and to work at height on ladders and scaffolding towers
- First Aid at Work qualification or willingness to undertake first aid training
- Full driving licence with no more than 6 points
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Basic decorating, plumbing and handyman skills (desirable)
- Previous experience working within a school (desirable)

### Personal Behaviours

- Excellent attention to detail
- Calm and professional under pressure
- Flexibility and pragmatism
- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

### Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

# SCHOOL KEEPER

## HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Please visit our website [www.jags.org.uk/day-to-day/vacancies/](http://www.jags.org.uk/day-to-day/vacancies/) to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or telephone the recruitment team on 020 8693 1181.

**Closing Date** : Midday on Monday 19 May 2025

**Interview date** : Week commencing 26 May 2025

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

---

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

---





# James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE  
Telephone: 020 8693 1181 • Email: [enquiries@jags.org.uk](mailto:enquiries@jags.org.uk)  
[www.jags.org.uk](http://www.jags.org.uk)