




Kew College
Prep

Potential unlocked.

Premises Assistant





 **KewCollege
Prep** Potential unlocked.
Independent Prep School
for Boys and Girls
Head: Mrs Jane Bond BSc MA[Ed] PGCE
Telephone: 020 8940 2039
Website: www.kewcollegeprep.com

Kew College Prep is a co-educational Prep School and Nursery for children aged 3-11.

Based in Kew, West London, KCP is a friendly and family-orientated school which aims to prepare pupils for the modern world: balancing excellent academic standards and pastoral care with creativity, exploration, and community.

WELCOME FROM THE HEAD

Dear Prospective Applicant

Thank you for your interest in joining the school community at Kew College Prep. We are truly proud of our happy and inclusive school, where every child is valued and celebrated.

In every school, the staff are the greatest asset and means to success. At KCP we place great value on our staff and are committed to the development of all. With a focus on continued professional development, membership of leading organisations, and a range of personal benefits, this is an opportunity to join a warm and inclusive organisation.

KCP is great school in which to work, the staff support each other and the staff room is a place in which to be re-energised for the hard work we all do. We seek to recruit dedicated and talented individuals who share our aims and want to make their own contribution.

I am delighted that you are considering applying to us and hope that you feel inspired to submit an application. I look forward to the possibility of meeting you in due course.

With all good wishes,

Mrs Jane Bond
Head





THE ROLE

Premises Assistant

Contract basis: Permanent - all year round

Advert closing date: 22 June 2026

Start date: by no later than September 2026

Weekly hours: Part time - 20 hours per week

Interview dates: To be held during weeks commencing 22 & 29 June 2027

Working hours: 3.00pm - 7.00pm each day

Salary: Up to £16370 per annum (actual)

Pension: Defined contribution scheme

Premises Assistant

The Premises Assistant plays a key role in supporting the safe, efficient and effective operation of the school site during the mid-afternoon to early evening period. Reporting to the Premises Manager, the post-holder will contribute to the maintenance, security and general upkeep of the school's buildings and grounds, ensuring that the environment remains safe, clean and well-presented for pupils, staff and visitors.

Due to the nature of the working hours, the Premises Assistant will often work independently and must therefore demonstrate initiative, practical problem-solving skills and a sound working knowledge of premises maintenance. The role requires the ability to respond promptly to issues as they arise, carry out routine checks, and ensure that the site is prepared for after-school activities and secured at the end of the day.

A key aspect of the role includes the regular driving of the school minibus to support school activities. The post-holder must therefore hold a clean, valid driving licence and be confident in transporting pupils safely and responsibly in accordance with school policies and legal requirements.

Overall, the Premises Assistant will provide reliable and proactive support to the Premises Manager, helping to ensure that the school site operates smoothly and continues to provide a safe and welcoming environment for the whole school community.

Please refer to the accompanying Job description and Person specification for this role when applying.





ABOUT KEW COLLEGE PREP

Our History

Kew College Prep was established in 1927 in a small room above a shop overlooking Kew Green. As it grew, it moved to a new premises in Mortlake Road, before moving again in 1939 to 26 Cumberland Road. It was then extended to 24 Cumberland Road, with a link extension joining the two properties. 30 Cumberland Road was obtained more recently, with the 3 properties making up the current school site.

The original site houses our Middle School and Nursery classes, an Octagon building at the rear housing our Infant classes, the Sedum building housing the Music Dept, Science Lab and ICT rooms and the recently redeveloped Upton building housing the Art room and our Upper School classes. The Sedum and Upton buildings are on a separate site one-minute walk away.

The school community celebrates its Principal in March each year on Founder's Day.

You can see more of the school site via our virtual tour on available on our website.



Ethos & Values

At Kew College Prep, we provide an open-door, cohesive community for children to grow as individuals. Academic attainment is not secured at the expense of the children's happiness or their interests in extra-curricular pursuits. Our school has the singular agenda to do the best by each child – from all angles.

We have systems, processes and operations in place to ensure that each child is provided with a tailored learning programme, helping them to unlock their full potential. Our children feel listened to and valued, and they enjoy an education that meets their personal needs. They progress with confidence to a senior school that is aligned to their aspirations and capabilities.

More importantly, it's a happy, friendly and caring community where children, parents and staff are united by a shared set of values. Our academic record is outstanding, while our caring approach and supportive atmosphere help every child to grow in confidence and find their place in the world. Our staff work hard to ensure the potential of every pupil is fulfilled to a high level.

We were recently visited by the Independent Schools Inspectorate and were delighted with the report produced after their visit. The report highlights our high-quality curriculum, our approach to emotional support and our pastoral care. It also recognises the range of the extra events and trips provided here at school and the significant benefit they have on the children's overall development

WHY WORK AT KEW COLLEGE PREP?



Location

We are located near Kew village with excellent public transport links.

We are in a controlled parking zone and so parking is limited and restricted.



Benefits

We currently have the following benefits in place:

Flexible Defined Contribution pension scheme

Cycle to work scheme

Staff events and celebrations

CPD opportunities

Discount for school fees (service requirements apply)

Shop discounts



Health & Wellbeing

We hold regular wellbeing events

We have access to Physiotherapy, EAP, GP services, condition management support, CBT



Staff Satisfaction

We have a happy, engaged and collaborative staff community, who work in a positive and inclusive culture.



Safer Recruitment Statement

KCP is committed to safeguarding and protecting children and vulnerable adults. We are dedicated to ensuring that all our staff and volunteers are suitable and appropriate to work with those in our care.

We take all reasonable steps to create a safe environment for children and to protect them from harm. We encourage anyone with concerns to come forward and raise them with us. We expect all staff, volunteers and contractors at the school to share this commitment.

We will assess all applicants to ensure they are suitable for the role. This includes Disclosure & Barring check (DBS), background online checks, reference checks, medical suitability, prohibition checks and employment history checks.



APPLICATION PROCESS

Please note that applications will be reviewed as they are received, and so early applications are recommended. The school may close the vacancy prior to the advertised closing date, if the right candidate has been found.

It is strongly recommended for you to refer to the Job Description and Person Specification before submitting your application.

Only completed application forms via our website will be considered. Please note that CV's will not be accepted.

Email: recruitment@kewcollegeprep.com

Tel: 020 8940 2039

www.kewcollegeprep.com

Kew College Prep

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Richmond

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