



Site Operative

For further details please go to the Thomas's London Day Schools website: thomas-s.co.uk/join-our-team or email batjoinourteam@thomas-s.co.uk

thomas-s.co.uk



Thomas's London Day Schools

Welcome

A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day Schools*

Welcome to Thomas's Battersea

Thomas's Battersea is a dynamic, forward-thinking prep school for pupils aged 3 to 13.

As a school of excellence, we prepare pupils superbly both for the next stage of their education, and for their lives ahead of them. We do so with kindness at the heart of everything, and the broad curriculum encourages every child to find their something. High quality, creative teaching is the norm, and our outcomes are exceptional.

The result? We do not just produce great academics, athletes and artists; we produce great people, preparing them to be the citizens of tomorrow – and we're most proud of that. Restlessly innovative, we strive to equip our pupils with the knowledge, the skills, the character and the self-understanding which will empower them not merely to survive, but to flourish in their everyday lives.

We are a busy, exciting and purposeful school; its Edwardian and modern buildings are places of discovery, kindness and fun. A stunning courtyard garden, around which the day unfolds, breathes a potent combination of life and calm into the heart of the school.

If you share our commitment to providing a first-class education, fostering a love of learning, and shaping the leaders of tomorrow, please apply to join our exceptional team.



Application Details

We seek to appoint an enthusiastic Site Operative. This will be a full-time, permanent position.

The successful candidate will have the relevant experience. Thomas's Battersea is part of a flourishing, family-run group of independent, co-educational day schools offering a broad and innovative curriculum, with high academic standards.

Hours would consist of two general shift patterns as below. (Later shift subject to change depending on School events or needs.)

Any time between 7:00am - 7:00pm (42.5 hours per week, 1 hour of unpaid breaks, 52 weeks a year.)

You will also be required to work on one Saturday every other month (6 in a year).

The salary for this role is £29,091 per annum.

The Recruitment Pack should be read alongside the information available on our website.

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Please note that referees will be contacted prior to the interview.

Competitive salary and conditions are offered.

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Closing date:

Applications will be reviewed as they are received, so early submission is strongly encouraged. The school reserves the right to close the advert early should a suitable candidate be appointed.

Start date:

September 2026

Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- Death in Service Benefit
- Free Daily school meals during term time
- Cycle to Work Scheme

Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

The Role

Site Operative

Reporting to:

Senior Deputy Head / Senior Facilities Manager / Group Facilities Manager / Group Logistics & Security Manager

General Responsibilities

General duty is to be based in the main entrance and carry out operational and security responsibilities and assist with any maintenance, grounds-keeping and manual handling tasks that may include, but are not limited to:

- Carry out statutory compliance checks using Statlog including regular tests of the fire alarm, emergency lighting and security systems and the recording thereof.
- Conduct site weekly and daily checklists.
- Observance of and supervision of Health and Safety requirements.
- Set up rooms for events and support the coordination of the event e.g. assemblies, meetings, functions.
- Daily unlocking and locking of the building including main entrances and classrooms.
- Daily and periodic cleaning of designated areas of the school, building and grounds as necessary.
- Ensure Reception play area is clean and tidy, daily.
- Sweep up leaves around the site ensuring that external grounds are tidy and free of defects and weeds.
- The upkeep of all waste storage areas and equipment and the disposal of waste.
- Ensuring that the means of escape within the building are kept clear at all times.
- Deliver parcels to the staff room regularly unless instructed otherwise.
- Management of deliveries to the site.
- Distribute cleaning products of tissues around the classrooms and offices.
- Carry out maintenance/handyperson duties and report defects to the Group Senior Facilities Manager or Group Estates Director. This may include minor repairs to furniture, fixtures and decorating tasks.

- Reporting any maintenance issues that need to be addressed via the maintenance system.
- Support the the school with daily traffic management.
- Provide provision at entrances/exits during arrival and dismissal for pupils and parents.
- General portering duties, including the movement of furniture and equipment.
- Checking deliveries and invoices, and delivering goods to the appropriate departments.
- The unlocking and locking of buildings and facilities at times stipulated and ensuring fire safety doors are closed.
- Occasional weekend and evening function duties on rotation with other Site Operatives.
- Such other duties which may arise from the use of the Group Senior Facilities Manager, Group Estates Director, Senior Deputy Head or Head.
- Be aware of and comply with the policies, procedures, and training relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- All staff have a responsibility to promote and protect children's welfare in all aspects of their contribution to school life, demonstrating a clear understanding of safeguarding and Keeping Children Safe in Education (KCSIE).

Other Responsibilities

- You will be required to complete one Saturday every other month (6 in a year).
- Assisting the School Staff in the safe access and egress of children and visitors onto the site during both the regular school hours and out of hours events.
- Assist the Site Manager and School Staff in movement around the school site including travel between other buildings and off-site.
- Any reasonable ad-hoc request.

Person Specification

Skills, Experience and Qualifications

- Basic standard of literacy and numeracy.
- First aid and health and safety training (desirable).
- Experience of property maintenance, health and safety compliance, and security and facilities management.

Person Specification

- Friendly and polite when interacting with staff, contractors, and the general public.
- Proactive, with a high initiative.
- Capable of undertaking manual labour tasks.
- Calm under pressure and the ability to make rational decisions in the case of an emergency.
- Trustworthy and capable of working alone without direct supervision.





**Be Kind
Be Thomas's**