



KING'S HOUSE SCHOOL

RICHMOND

Sports Ground Operations Assistant

Candidate Information Pack





Welcome to King's House School

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where pupils can thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are constantly investing in our facilities to ensure an inspiring education for students in many years to come. We are also delighted to be welcoming girls into Reception from September 2024 as we move to full co-education, and we enter this new phase in our history. I hope this website provides you with a flavour of what life is like at King's House School, with a staff who develop enthusiastic young people, who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner
Head



**“Preparing the pupils for life beyond King’s House is integral:
problem solving, working with everyone, collaborating,
thinking critically, knowing what to do when you don’t know
what to do.”**

STAFF MEMBER





The School

King's House School was founded in Richmond in 1946 and has been a boys' prep school since then; we will welcome girls into Reception for the first time in September 2024. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for pupils from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the Nursery around the corner on Princes Road. The school also has a 35-acre sports ground just over Chiswick Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, a 3G pitch and all-weather pitch.

All children in the Nursery are guaranteed a place in Reception, and there are also small intakes at Years 3, 4 and 7. Pupils generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Caterpillar Class (rising 3s), are based on the top floor and Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery and the ground floor has an additional room used for music and small group activities. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music and IT departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry to Reception with about forty children in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but pupils do have lessons with specialist teachers for Music, French and PE and Games and in some years, Computing. All children take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.





The School

Pupils move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two computer rooms, two science laboratories, new design technology room and music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6 with some subjects setted, and streamed in Years 7 and 8. Pupils experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the pupils follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the pupils are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also numerous outings for all years to enrich the curriculum, and year groups from Year 3 go on residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class size means that we can get to know each child and identify their unique strengths, interests and passions.





First class sports facilities at our 35-acres Sports Ground in Chiswick



Sports Ground Operations Assistant

We are looking for an enthusiastic person to join our Enterprise team to help with the operations and day-to-day running of our sports facility in Chiswick. This role would suit a recent graduate looking to gain experience in sport operations or a university placement student studying sport or business management.

How to apply: please complete the application form on our website

<https://kingshouseschool.org/application-form/>

Closing Date: Rolling Recruitment

- Salary: £18,000 per annum
- Hours: 37.5 hours a week
- Reporting to: Enterprise Manager
- Free school lunches during term time
- Contract type: Full-Time, Permanent or fixed-term to Summer 24
- 6 weeks holiday entitlement per annum
- Generous contribution to Stakeholder Pension Scheme



Job Description

Responsibilities

To include but not limited to:

- Assist with bookings for pitch hire from prospective and regular clients
- Support the Enterprise Manager with administration of clients on site
- Provide assistance to the Sports Ground staff to ensure the smooth and efficient running of the Sport Ground
- Working to ensure clubs both at the ground and at the school operate effectively
- Liaising with the PE Department to organise fixtures
- Act as first point of contact for all users when on duty
- Setting up sports equipment as required (goals, netball posts, cricket stumps)
- Responsible for contacting teams to cancel fixtures in adverse weather conditions
- Ensure that all health and safety duties are carried out in accordance with NOP/EAP procedures
- Work with the Enterprise Manager to develop & execute operational & sales plans to promote operational excellence and maximise income potential
- Ensuring King's Houses' policies and procedures are followed at all times, as well as additional guidelines as laid out in the school handbook
- Assist the Estates Manager with implementing new services and facilities
- To report any maintenance issues to the Estates team
- Undertake other duties as requested by the Enterprise Manager



Person Specification

The ideal candidate will have some or all of the following:

Qualifications and Experience

- Evidence of continuous professional development
- Good Excel skills, experience of other Microsoft Office packages

Skills and Abilities

- Numerate and accurate with strong attention to detail
- Excellent oral and written communication skills with the ability to explain information clearly
- A logical and methodical approach to work
- Ability to work on own initiative
- Strong team player with a willingness to assist and learn from colleagues
- Able to work under pressure, and juggle conflicting priorities



“The curriculum is excellent and provides a rich scope of learning for all ages. It is enriched by an exciting range of extra-curricular activities.”

ISI INSPECTION 2016



Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.