

JOB TITLE: **PREMISES ASSISTANT**

ST CHRISTOPHER'S SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





ST CHRISTOPHER'S SCHOOL

St Christopher's School & Nursery in Epsom has been providing an exceptional start to children's education for over 85 years. Founded in 1938, the school has built a reputation for offering children from 2 to 7 years old a joyful, nurturing and inspiring first experience of learning. Today, St Christopher's is a modern, forward-thinking, non-denominational school where strong traditions sit alongside innovation.

The school is located close to Epsom Downs, with bright classrooms, specialist teaching, a dedicated Nursery, gardens, and well-equipped outdoor play areas. Its location offers the best of both worlds: a peaceful suburban setting within easy reach of London and the Surrey countryside.

St Christopher's is now part of the Reigate Grammar School (RGS) family, having joined the group in May 2025. The RGS family is a community of exceptional schools in Surrey and internationally, united by shared values, high aspirations and a commitment to helping every child flourish.

The school is a member of the Independent Schools Association (ISA) and has been recognised nationally, previously winning Junior Independent School of the Year and annually wins national art competitions. It has also recently won the award for 'Independent Pre-Prep of the Year 2025' and was a finalist for the ISA award for 'Excellence and Innovation in Early Years'. The School aims to ensure that they support families in finding the best fit junior school for their children. Children leave at the end of Year 2 ready for a seamless transition into one of the RGS family prep schools or a range of other leading junior schools, both independent and maintained.

There are around 150 boys and girls across Nursery, Reception, Year 1 and Year 2. Small class sizes and specialist teaching in subjects such as Music, French, PE and Art ensure that children receive personalised support and challenge, fostering curiosity and a genuine love of learning. Pastoral care is central, with staff knowing each child as an individual and helping them to grow in confidence, resilience and kindness.

St Christopher's believes in educating the whole child. Academic rigour is complemented by a vibrant enrichment programme, including forest school, drama, music ensembles, productions, art, and a wide choice of clubs. Outdoor learning and play are highly valued, with children benefitting from regular exploration in the school's outdoor space. Sport is an important part of life, and all pupils enjoy access to PE and physical activity that promote teamwork, fitness and enjoyment.

Creativity and performance play a leading role. Concerts, assemblies, productions and art exhibitions allow children to share their talents with families and the wider community. The school's close-knit ethos ensures that children develop both confidence and compassion, preparing them for the next stage of their education and for happy, fulfilled lives.

At its most recent inspection, the school was rated "Excellent in all areas," reflecting the outstanding teaching, pastoral care and breadth of opportunities available. Parents consistently praise the family-like atmosphere, the school's emphasis on values, and the strong foundations laid for future success.

"Pupils make excellent progress throughout the school. By the time they reach Year 2, they achieve at high levels compared with pupils of the same age nationally, because of a carefully planned broad and challenging curriculum in line with the school's aims, together with highly effective teaching." - ISI Inspection 2023



JOB DESCRIPTION

Main purpose of the job: A variety of responsibilities regarding the general upkeep of the school's building and grounds. This will include performing general maintenance and repairs, security (including the operation of fire and burglar alarms and keyholder responsibilities), health and safety and cleaning.

The successful candidate will initially be based at St Christopher's School in Epsom. The role includes additional remuneration for keyholder responsibilities, which involve being on call overnight for alarms, opening the school each morning, maintaining accurate and up-to-date maintenance records, and undertaking other related duties as required.

As a member of the RGS Group Premises Team, you may also be required to support other schools within the Group, providing essential operational assistance across multiple sites.

Responsible to: The post holder is responsible to the Operations Manager. The post holder will interact on a professional level with all colleagues and seek to establish and maintain productive relationships with pupils, parents, and support staff.

Hours: 7.00am – 4.00pm Monday - Friday (52 weeks per year) with 25 days holiday plus Bank Holidays

MAIN RESPONSIBILITIES AND TASKS

- Opening the site in the morning (as well as locking the school during school holidays)
- Being the main key holder for the school and first contact for emergencies out of hours
- Assisting daily in managing the security of the main entrance gate for families at the start and end of the school day
- Providing general support around the school, including but not limited to:
 - Accepting deliveries and signing off
 - Daily setting tables and chairs for breakfast club and lunchtimes and cleaning and clearing away afterwards
 - Taking rubbish to the bins and ordering skips
 - To check pupil toilets daily, restocking supplies and undertake any remedial cleaning. Cleaning up bodily fluids (e.g. vomit) and unblocking toilets
 - Moving furniture, setting out chairs & staging for School events

Assisting with weather related hazards (e.g. snow clearance, or salting paths)

- Undertaking routine and emergency maintenance of the school including, but not limited to:
 - Small carpentry jobs
 - Painting and decorating of areas
 - Basic plumbing
 - Window cleaning and low-level gutter clearance
- Scheduling contractors to undertake specialist repair and maintenance tasks (e.g. electrician or plumber), managing contractors on site
- Ensuring relevant health and safety legislation and guidance is complied with (e.g. relating to safe use of ladders, legionella, PAT testing, and storage of hazardous items)
- Carrying out statutory health and safety checks, and maintaining accurate records (e.g. fire alarm testing)
- Undertaking mandatory training relevant to the post
- Attending termly Health & Safety committee meetings
- Championing health and safety on site, and maintaining the highest standards of health and safety
- Being the first port of call for the kitchen team and premises assistant
- To monitor and liaise with the contract cleaning staff re standard of cleaning
- Acting as a Fire Marshall (one of a team of three)
- Attend Open Days, school exhibitions and annual Governors' social as required
- To attend INSET days and participate in training and other learning activities and performance development as required
- To comply with safeguarding policies, procedures, and staff code of conduct and adhering to school policies and guidelines
- Undertake any other duties as may be reasonably required by the Headteacher, Operations Manager or Governors



JOB DESCRIPTION CONTINUED

PERSON SPECIFICATION

Essential

- Previous general maintenance experience
- Full clean UK driving licence
- Demonstrable competence in carrying out general repairs and maintenance tasks
- Willingness to undertake Fire Marshall training
- Able to keep accurate records of statutory checks undertaken
- Ability to work effectively both in collaboration with others and also on own initiative
- Excellent organisation skills /time management /ability to prioritise and organise workload / able to work to deadlines
- Knowledge of routine preventive maintenance
- Punctual, dependable, polite and well presented
- Professional and approachable attitude
- Good attention to detail and take pride in the presentation of the School grounds and building
- Good verbal and written communication skills
- Ability to lift and carry equipment as needed
- Comfortable working in an outdoor and indoor setting
- Self-motivated with a positive 'can do' approach to work
- Hard-working and committed with a willingness to 'join in' with school events
- A commitment to safeguarding and promoting the welfare of children and young people

Desirable

- Experience of working in a school environment is not essential but would be an advantage
- Ability to lead and manage a team
- Basic IT skills, with the ability to complete online training modules and update records, as required
- Prior knowledge of relevant Health and Safety legislation and guidance
- Travel between sites will be required; therefore, a full driving licence and access to a vehicle may be desirable.



FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at St Christopher's School are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates

will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send with a supporting statement to Dawn Holmes as soon as possible and **by 9.00am on Friday 17 April 2026 at the latest**. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

St Christopher's School is located in the historic market town of Epsom, well known for its green open spaces, thriving town centre and the world-famous Epsom Downs Racecourse. The town combines excellent amenities, including independent cafés, restaurants, and shops, with easy access to beautiful countryside. Epsom has regularly been recognised as one of the best places to live in Surrey, offering a strong sense of community, outstanding recreational facilities, and excellent transport links into London and the wider region.

By Road

St Christopher's School is situated just 10 minutes walk from Epsom town centre. The most direct route is via the M25. Exit at junction 9 and follow the A24 north towards Epsom. The school is located on Downs Road, within a short distance of the town centre and Epsom Downs.

By Rail

Epsom station provides frequent mainline services into London Waterloo, London Victoria, and London Bridge, as well as routes to Guildford, Horsham and Dorking. The station is within easy reach of the school.

By Air

Gatwick Airport is approximately 30 minutes away by road, while Heathrow Airport can be reached in around 40 minutes. Both offer frequent domestic, European and international flights.

