



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Site Supervisor

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 400 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The school is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allow staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

For further information about Holmewood House please visit our website:
www.holmewoodhouse.co.uk

The Role

Responsible for ensuring that the school buildings, site and grounds are maintained throughout to the highest standard. Management of Site Team. Carrying out building and maintenance works and repairs and upgrades on our buildings. Ensure that risk assessments and annual service of equipment are kept up to date. Grounds maintenance includes marking out pitches, mowing the grass and general countryside management

This is a varied role, with excellent training and CPD opportunities

The Site Supervisor is a member of the Estates Team for the School and will report to the Operations Manager

Role requirements

Management and supervision of the Site Team

- Responsible for ensuring that all team members are allocated work during the year to ensure that school is kept to a high standard
- Foster a flexible, proactive and customer-focused working culture
- Lead the team and ensure that the school is compliant with all routine legislative checks
- Ensure that the school swimming pool is maintained to a high standard including all compliance related issues
- Responsibility for the day-to-day running and maintenance of the theatre
- Liaise with the head of Drama and Music and work with them to ensure that they have everything that they need for any school led events
- Work across the school to ensure that the theatre is set up and ready to be used for any other events/ activities that may happen in the theatre e.g. exams
- Liaise with the Commercial team ensuring that requirements from any outside lets and managed and delivered where possible
- Responsibility for ensuring that all maintenance, grounds, and gardening related issues are assigned to the site team
- Responsibility for ensuring that the school is kept to the highest possible standards
- In conjunction with the Operations Manager identify and plan for any preventative tasks around the school
- Be able to assist and direct the team with all first line repairs around the school
- Be able to train and develop members of the site team on all aspects of the school

Site work

Responsibility for ensuring that all general site duties are carried out and have the ability to help with;

- General site work including preparation of rooms, general lifting and carrying duties
- System set up and clear up of key school activities

- Ensure all areas of the site are free from litter and all drains and gullies are free flowing and clean
- Help lock up all school buildings as required, usually at the end of each term at the end of each day or in school holidays
- Work with different types of tools, equipment, and machinery
- Drive various school vehicles as in when required
- Operate machinery in a safe and effective manner in accordance with the operator's manual and with due regard to self and haste safety. This includes [but is not limited to] tractors, ride on mowers, gang mowers, push mowers, flail cutters and power tools
- Ensure all workshops and compounds are clean and clear to provide a safe and efficient working environment
- Direct traffic and supervise the parking of cars within the school grounds during certain school events e.g. sporting fixtures
- Assign jobs that require attention of the Site team via every
- Attend training to fulfil the role of the Site team
- Maintain a satisfactory level of fitness to carry out the role

Compliance

- Ensure that all risk assessments for grounds and maintenance are up to date annually
- Ensure that all annual/monthly servicing of equipment and services are completed and documented
- Ensure that fire alarm tests are completed weekly

Site supervision – as required

- Responsible for ensuring that outside hires have access to the right areas
- Ensure that any issues that may arise are managed and resolved
- Make sure that outside hires only use the areas that they have hired at the correct time

Cleaning

- When required help out with cleaning duties in times when the school is busy or short staffed
- When required clean the minibuses

Person Specification

Skills and Abilities

- Committed to safeguarding and promoting the welfare of pupils
- D1 driver's license (preferable)
- Possess the highest level of professionalism and integrity
- Self-motivated, proactive and committed
- Strong IT skills, in particular Excel, Word

- Able to work individually and as part of a team
- Able to prioritise effectively
- Strong communication skills orally and in writing with all staff, governors and contractors and suppliers as well as other members of the school community
- Able to direct the work of others as appropriate
- Able to maintain confidentiality at all times
- Able to manage own workload effectively
- Able to respond swiftly, calmly and effectively to the unexpected

Knowledge

- Knowledge of Health and Safety legislation and effective implementation of the Health and Safety policies and risk assessments
- Knowledge and effective implementation of the School's safeguarding policies
- Knowledge of UK GDPR/Data Protection legislation

Hours

Term Time

40 hours per week and will be split over Mon – Fri between the hours of 7.30.00 am to 10.00 pm. These are subject to change during times of the year or from week to week depending on the needs of the school. These are subject to change during BST and GMT

Saturdays and Sundays

Occasional working on weekends to cover annual leave or large events that require additional support. Worked on a rotational basis. This will be reimbursed through time of in lieu or the weekly pattern will be changed

School events

The post holder will be required to work when certain school events take place e.g. sports and speech day and any other requirements which will not be paid

Holiday Entitlement

25 days per academic year, plus statutory holidays. Leave during term time may be considered on application, in exceptional circumstances and subject to operational needs

The holiday entitlement runs 1st September to 31st August

Salary

Competitive dependent upon experience.

Notice Period

One term's notice

Pension & School Benefits

The successful candidate will be offered a range of benefits including an employer contributory pension, free parking and free lunch/refreshments.

Start date

January 2027

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff including visiting staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete and application form which can be found on our website and email to: recruitment@holmewoodhouse.co.uk.

The closing date for applications is **Friday 30th October 2026**

If you would like more information on the role or require a hard copy application form please contact recruitment@holmewoodhouse.co.uk or go to our website [Job Opportunities | Best Prep Schools in Kent | Holmewood House School](#)