

JOB TITLE: PREMISES ASSISTANT

MICKLEFIELD SCHOOL INFORMATION FOR CANDIDATES

Role commences: **September 2025**



**MICKLEFIELD
SCHOOL**



MICKLEFIELD SCHOOL

Rated EXCELLENT IN ALL AREAS by the Independent Schools Inspectorate in 2023.

Micklefield was founded in Reigate in 1910 and moved to its current site in Somers Road in 1925. In 2004 the school acquired the house next door which became the school's bright and airy nursery. The site has expanded over the years with the addition of a large gym, exciting outdoor play areas and access to a five-acre sports field close by, but the two original buildings remain the heart of the school, joined by a glass walkway. They house an impressive dedicated art and design technology studio, a science room and a music practice suite as well as the year group classrooms and dining hall.

In June 2024 Micklefield became part of the Reigate Grammar School (RGS) family, a multi award winning group of schools, RGS having been ranked best co-educational day school in the southeast by the Sunday Times 2024 Parent Power league tables. Micklefield is part of the Independent Association of Prep Schools (IAPS) and has approximately 250 boys and girls aged from 2½ to 11 years old. Academic outcomes are excellent and children transfer to RGS or other top independent senior schools locally. The emphasis is on finding the 'right fit' senior school where the children will thrive and close partnerships with families are a key part of the success of the process.

Micklefield is very much a family school built upon the core values of Kindness, Respect, Resilience and Responsibility. The children know they belong to a supportive community that genuinely cares about their wellbeing. The close-knit environment helps staff to develop a deep understanding of each pupil's unique learning style, strengths and areas for growth and the children thrive as a result. The curriculum is broad and stimulating, providing endless opportunities for learning both in the classroom and out in the wider community. Children are encouraged to reach beyond school into the wider world, to take initiative, make their ideas happen and think creatively so they have the confidence to be change-makers of the future.

Sport is an important part of life at Micklefield and school teams are extremely successful in a variety of games. All Upper School children have the opportunity to represent the school in regular fixtures and the emphasis is on developing sportsmanship and teamwork. A strong extracurricular programme provides additional sporting opportunities, as well as a broad range of other popular clubs including chess, programmable LEGO, problem solving and current affairs. Every child is a member of one of four Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Micklefield is well known for its music, drama and art provision and was a finalist for Independent School of the Year 2023 in recognition of the strong performing arts programme in place. The children gain outstanding marks in LAMDA drama exams and there is a strong peripatetic music programme. There are many opportunities to perform throughout the year, both in school and out in the local community.





JOB DESCRIPTION

We are looking for a key member of staff to work with and deputise for our Premises Manager to provide support in ensuring a safe, secure and well-presented environment for all pupils, staff and visitors. This job carries a wide variety of duties, tasks and responsibilities. Some of these are routine and others are variable, depending on daily events and the school's needs. An adaptable person with a wide range of practical skills is required.

This role has the opportunity for professional development.

Some of the main responsibilities will include:

- Performing and recording regular maintenance and safety checks (including legionella testing and vehicle checks)
- Assisting in the maintenance of classrooms, toilets, playground and all school buildings
- Assisting in the re-design/repair of furniture, fittings and the buildings as required
- Assisting with furniture moving and setting up of temporary items such as gazebos, seating etc.
- Attending to arrivals of deliveries and their distribution
- Ensuring cleaning supplies are fully stocked
- Assisting with responsibility for security of the school and buildings during duty hours
- Supervision of contractors attending the school site
- Maintenance cleaning e.g., windows, minibuses, bins, external items
- Cleaning in an emergency (cleaning is normally undertaken by school cleaning contractors)
- Any other duties as may be required

The successful candidate will have, or be able to demonstrate, the majority of the following:

- Good communication skills (essential)
- Confidence to liaise with contractors re: quotes and scheduling of work
- A keenness to learn all aspects of a maintenance role. Electrical, plumbing and carpentry skills would be a definite advantage as many repairs are completed in house
- Ability to drive a minibus (DI licence beneficial)
- Ability to carry out regular vehicle checks, identifying any defects for repair
- Previous experience in a similar role would be an asset but is not essential
- Someone who can use their own initiative and be decisive
- The ability to organise work day by day and be able to respond to any type of emergency
- Willingness to undertake fire warden, first aid and other training as required

The role presents a great opportunity to use your skills and develop them further.

Working hours: 2-3 days per week, 7am - 4pm. Some flexibility will be necessary for occasional school events outside of regular working hours.





FURTHER INFORMATION

TERMS AND CONDITIONS

- The full-time equivalent (FTE) salary for this position is approximately £30,000. The actual pay will be adjusted pro rata based on the number of hours you are contracted to work.
- Non-teaching staff at Micklefield 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. Reigate Grammar School 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

Reigate Grammar School 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 them with a supporting statement addressed to Dawn Holmes as soon as possible and by **Monday 25 August 2025, 9.00am** 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.

Reigate Grammar School 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



SCHOOL LOCATION AND DIRECTIONS

Micklefield School is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

By Road

Micklefield School is located to the north of Reigate town centre. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Turn right into Somers Road just before you reach the level crossing by Reigate train station. The school is located on the right hand side of the road about 100m from the turning.

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25. Follow signs for London A217 and carry on over two roundabouts and take the second exit on the third (five ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right-hand side.

By Rail

Main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

