JOB TITLE: ESTATES ASSISTANT

REIGATE GRAMMAR SCHOOL
INFORMATION FOR CANDIDATES

Role commences: As soon as possible







REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, To Be a Pilgrim, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

"Happy Kids Great Results" Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2026. A Level results remain outstanding, with 94% of entries awarded A*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's oustanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education. Headmaster Shaun Fenton was also honoured with a Pearson National Teaching Award.







THE TEAM AND SERVICES

Support services are provided by the Estates team and the school operates from 7.00am to 9.00pm+ most days during term time plus weekend events at varying times. The current team set up is:

- Operations Manager, Deputy Manager and Administrator
- Maintenance Team Supervisor and Maintenance/ Caretaking team (eight full-time and four part-time) staff
- Porters (two part-time staff who job share)
- Cleaning Services (Cleaning Manager and 19 staff with duties across three schools)

The Operations Manager has direct responsibility for all RGS premises matters reporting directly to the School Bursar. The team delivers a wide range of key services: responsive and preventative maintenance, setting up/clearing and supporting events, project management and facilitation, responsive and scheduled security arrangements, janitorial tasks, cleaning and waste management provisions, porter desk services, coach park and car parking supervision alongside many other general duties required in keeping the site clean, safe and fully operational to meet the varying demands of each busy day.

THE POST

Full Time Maintenance Team Member

During term time: some evening and ad hoc weekend coverage for school events. These duties are shared with team colleagues on a 2-3 week rota.

This role will support the existing team in providing a range of services and security across the school required and delivered daily. The core responsibilities of this role are:

Reporting to the Maintenance Team Supervisor willingly undertaking a range of estates duties to support his role in the competent and effective completion of the core responsibilities

- Maintenance Tasks: Candidate will have good general maintenance skills or aptitude to learn quickly. Experience and the ability to complete general planned and responsive building maintenance tasks, general handyman jobs, equipment and grounds maintenance in a busy school environment is desirable. The skills to be a competent all-rounder with a “can do” attitude is essential.
- School Event Tasks: Work as part of the team to set up and clear down events, be involved in coach and car park duties, assist with reinstatement of areas and site close-down when on a later shift. Some events may involve the driving of school vehicles to collect/drop off attendees from local schools or other community members. Flexibility is essential.
- Work closely with the Residential Caretakers when covering the later shift to 7.00pm or beyond for specific events to ensure the late afternoon/evening duties are supported. This may involve event set up/clear down, assistance with the despatching of afternoon and evening coaches, ad hoc support for the porter’s role if required, car park supervision and general site tidy and security checks. Flexibility is essential.
- Emergency response: - A flexible attitude and strong team work ethic is essential to collaborate with the whole estates team and senior staff, acting appropriately as the circumstances demand handling emergency situations during the day and ad hoc out of hours as the need arises.
- Team Work: Ability to work in an established team, input ideas, show and take initiative, follow instructions, stick to routines, be reliable and punctual. Get involved and improve services where possible and provide support in good spirit. Willingness to participate in team meetings and training sessions relevant to the job to enhance existing or acquire new skills and knowledge. Experience and confidence to be your own person with drive to always aim for high standards of work and professional behaviour.
- Independent Work: Ability to remain calm whilst swiftly and accurately assessing a situation and responding accordingly paying due attention to personal safety during security lock ups and call out incidents. Mature and professional approach essential.
- Communication: Sound interpersonal communication skills required to be able to interact with team colleagues and the wider school population in a professional and friendly manner. Willingness to give and receive advice and feedback. Demonstrate commitment to the team and exchange ideas and question matters that may be unclear.





JOB DESCRIPTION CONTINUED

- Planning and Completing Tasks: Be self-motivating and able to work under own initiative. Be willing to carry out delegated works and monitoring. Be organised paying due attention to the daily and weekly events and thinking ahead to ensure tasks are completed in a timely, prioritised and safe manner.
- Behaviour: Operate and behave in a respectful, professional, discreet and safe manner at all times whilst dealing with the school's population and visitors. Smart and clean appearance is expected. Work wear is provided. Willingness to be flexible and supportive when additional hours or cover is required during absences, holiday leave, key events and responsive situations during and outside normal working hours. Be confident and co-operative in working alongside and assist external contractors or visitors on site.
- General abilities: Physical strength is essential as the job demands the ability to carry out a range of manual handling and working at height tasks i.e. lifting, moving and fixing equipment and furniture, use of school tools and work equipment including ladders, access equipment etc. carrying and moving deliveries, use of estates machinery, helping to set up for various events such as exams, exhibitions, parents' evenings, open days, social events and many more. Movement of furniture and miscellaneous. items as part of holiday works, office moves etc. Plumbing and Carpentry skills would be a definite advantage as many repairs are completed in house.
- Health and Safety: Some experience and understanding of health and safety matters relating to premises management and tasks is important. Specific health and safety training will be provided according to needs.
- IT Skills: competent in the use of Microsoft Office products is desirable. Training is available on the school's system.
- Driving: Full licence required to drive school vehicles including vans and minibuses (according to licence conditions) to assist with day-to-day duties and additional ad hoc driving tasks.

The post is full-time, 40 hours per week, 52 weeks per year. Shift rota system applies as follows:

Term Time (approx. 35 weeks per year) as follows:

- Week 1: 8.00am to 5.00pm
- Week 2 or 3: 10.00am to 7.00pm (+ evening events). Start and finish times will be adjusted on the specific days where events require a later finish. This can be two or three evenings in any week of later duty cover but not usually more.
- School Holiday Time (approx. 17 weeks per year) will normally be a standard day of 8.00am to 5.00pm but flexibility is key should ad hoc adjustments be needed to support specific holiday events or projects.
- Weekends – cover support may be required ad hoc to open, set out, undertake car parking and security/lock up duties of areas in use across the school sites, requirements and times will differ and may involve working alone or alongside colleagues. Overtime payment applies.

Salary range - £28k-£31k, dependent on skills and experience.

Additional opportunity for paid overtime.

All staff are actively involved in the co-curricular life of the school, and we encourage staff to share their passions with our pupils. Applications are especially welcome from staff who can support with one of our key areas: Outdoor Education (including DofE, CCF and Adventure Sports), Sports, or MUN, Public Speaking and Debating. We also welcome applications showing a commitment to lead and contribute to other specific areas of our extensive co-curricular programme, or to introduce new activities.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Professional Services staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- 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 Professional Services Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am on Friday 6 November 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.

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 Publications, the TES Online, Indeed or Fish4Jobs 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 Resource 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 | reigategrammar.org



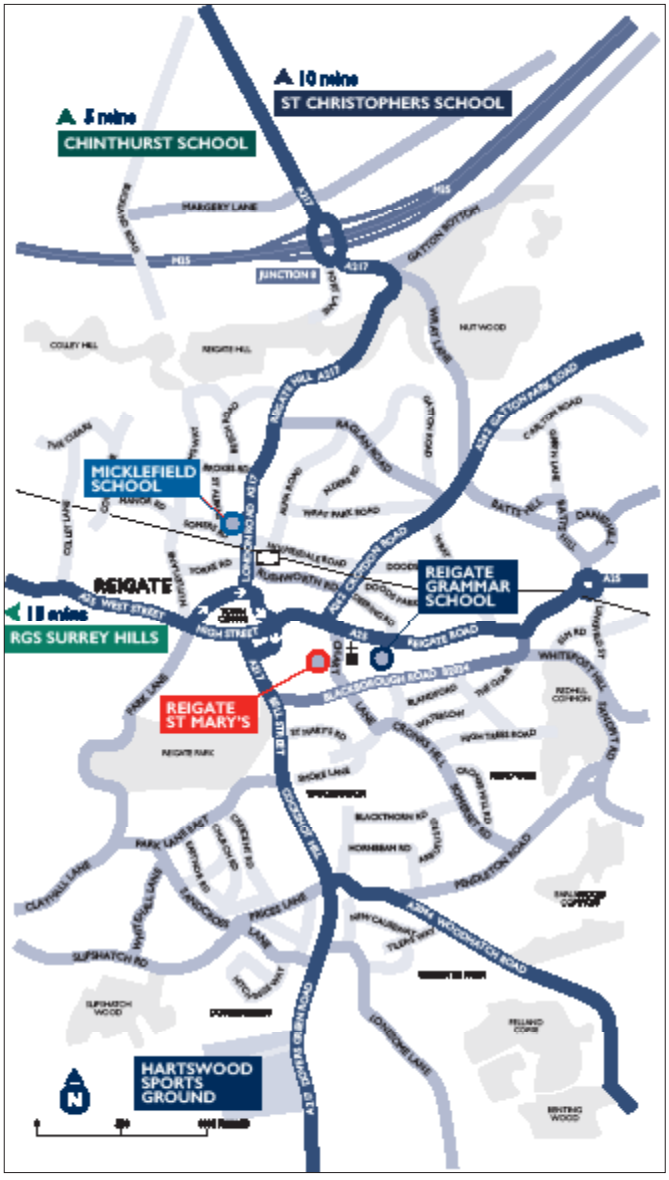
SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.



DIRECTIONS:

By Road

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.

RGS postcode	RH2 0QS
RSM postcode	RH2 7RN

By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

WHAT3WORDS

Main Reception: cabin.fire.brave