



# **Blossom House School**

Station Road, Motspur Park,

New Malden, KT3 6JJ

United Kingdom

020 8946 7348

[mpadmin@blossomhouseschool.co.uk](mailto:mpadmin@blossomhouseschool.co.uk)

[www.blossomhouseschool.co.uk](http://www.blossomhouseschool.co.uk)

## **Applicant Information Pack**

### **School Maintenance Assistant**

**The role is a Permanent, Full-Time only role**

**7.30am to 4.00pm, 5 days a week per role Monday to Friday**

**Salary: Dependant on experience**

**To Start: January 2026**

**Closing date: Friday 13<sup>th</sup> February 2026**



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## From Joey, our Principal



*Joanna Burgess OBE*  
*Principal*

After Many years' experience as a Speech and Language Therapist, I opened our first language-centred nursery group in 1989. It was run on the philosophy that children need both 'language to learn' and 'to learn language' through exposure to a range of experiences that enables them to master other skills.

Since then, we have extended our provision to meet the needs of children who require an integrated programme of learning throughout their school years, in a caring and highly supportive environment. Self-esteem and confidence are crucial to success and many of our children arrive at Blossom House with a very Poor Self-image and little belief in any ability they do have. Taking a holistic approach, we celebrate children's strengths, build on their successes and provide intensive, specialist help with the areas they're struggling with.

Now offering full time education for children aged 3 – 19, Blossom House has flourished along with the many students and families we have supported.

Our school is a vibrant and truly positive place thanks to our totally dedicated, highly competent and wonderfully caring staff. It's a privilege to work with the children who come here and to watch them blossom and grow.



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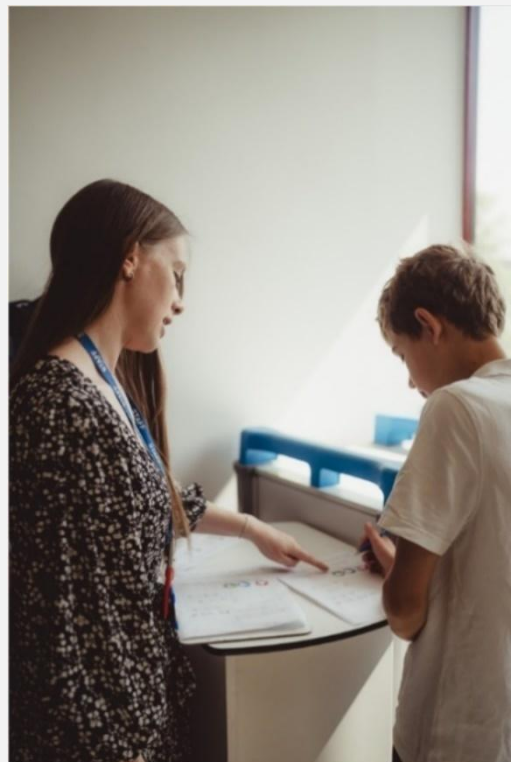
## About

Blossom House is a specialist independent day school in London for children with speech, language and communication difficulties. A highly supportive and nurturing place to learn, our school has a positive and inspiring atmosphere created by our dedicated, professional and caring staff.

At Blossom House, we build on the strengths of every child and give additional specialist support with the areas or skills they find challenging. Our goal is that every child at our school has the opportunity to fully blossom and fulfil their potential.

Blossom House School is committed to safeguarding and promoting the welfare of children and young people, and all our staff, students and volunteers share this commitment.

We have three sites: Motspur Park for children aged 3 – 19 years, Euston for children aged 3-16 years, and a smaller setting in Wimbledon for children aged 11-16 who follow our Equals curriculum.





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## What we offer

- A supportive working environment.
- Close to a good transport network
- Competitive salaries, generous staff benefits and a friendly nurturing environment.
- Support from an enthusiastic and dedicated team of established and experienced staff

**We also have a range of Non-Contractual Benefits that are available to our staff:**

- Free Staff Lunches one day a week
- Free Refreshments in our Staff Room
- A termly well-being allowance
- UK Healthcare cash plan designed to help cover your “day to day” healthcare expenditure such as Optical and Dental bills and offers cash back (up to policy limits) for a variety of different medical treatments. It also offers lifestyle benefits and discounted gym membership.
- A Computer and Cycle to work Scheme





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## School Maintenance Assistant

This is a hands-on position within a school estates team, ideal for someone who thrives in a fast-paced, service-oriented environment. Based at our Motspur Park school with travel to London Euston and Pirbright schools as needed

## Responsibilities and Duties

**This is a hands-on position within a school estates team, ideal for someone who thrives in a fast-paced, service-oriented environment.**

### Key responsibilities:

- **Proactive maintenance**
- **Logging of maintenance requests on systems**
- **Repairs to building fabric, including painting and general upkeep**
- **Plumbing fixes: toilets, sinks, showers**
- **Furniture repairs**
- **Regular PPM (Planned Preventive Maintenance) checks**
- **Portering**
- **Cleaning (ad-hoc in absence of cleaners)**
- **Prompt issue reporting and proactive standards upkeep**

### Maintenance

- To contribute to maintaining the site in a good state of repair and maintaining heating and lighting to all parts of the premises in order to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.
- To undertake emergency and first line repairs within capability, and other repairs/procedures within capability and training that are normally carried out by Contractors e.g. plumbing and heating, painting and decorating, carpentry and joinery, glazing.
- To monitor the state of furniture throughout the school and undertake minor repairs.
- To make safe damaged or missing floor tiles, secure carpets or remove/make safe (considering asbestos register).
- To ensure all maintenance equipment is in a safe and working condition.
- To carry out minor alterations/improvements.



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- To provide safe access to buildings in the event of snow, ice, minor floods and similar emergency situations when required.
- To check interior and exterior lights.
- To maintain perimeter fences and ensure any necessary repairs are carried out urgently.
- To check and maintain playground.
- To check and maintain car park and garden.
- To carry out regular checks and maintenance of drains and gulleys to ensure free flowing and clean.
- To check water tanks-Legionnaires test and record as required.
- To check mixer valves in cloakrooms and record as required.
- To liaise with the Operations Director in the preparation of long- and short-term maintenance programmes and where appropriate decide which repairs require outside contractors.
- To direct contractors to the site, explain nature of the repairs, monitor their performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school.
- To plan, organise and oversee school holiday maintenance programme.

## Portering

- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.
- Check deliveries of goods and materials -hand delivery notes to the office.
- Transfer delivered goods and materials to appropriate locations around the school site.
- Set out chairs/tables/staging for school events when required.

## Cleaning

Work with the team:

- To ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site and ensure the activities of the school can take place in an environment suited to learning.
- To keep all outside areas clean and tidy-e.g. leaf sweeping, litter clearance.
- To carry out emergency cleaning tasks.

## Health and Safety

- To be aware and adhere to all school policies and procedures on health and safety, including asbestos procedures, fire safety procedures, hot work permits, plant and equipment inspections and management of legionella.





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- To be observant at all times of things around the school which may compromise safety, e.g. loose fluorescent light covers, and rectify these on discovery.
- To work safely and bring managers' attention to any faults, accidents, incidents or near misses and any other H&S concerns in order that the school remains a healthy and safe environment for all stakeholders.
- To be aware and adhere to applicable rules, regulations, legislation, procedures, policies, e.g. the school's Code of Conduct and Equal Opportunities Policy, COSHH, Data protection and copyright legislation.

## Miscellaneous Tasks

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To take part in performance management arrangements and be responsible for your own Continuing Professional Development, undertaking training as appropriate.
- To carry out risk assessments, where required, in line with these duties.
- To, as and when required, drive the School minibus for collection/delivery or assist with transporting pupils.
- To assist with gate duty at School pick up time.
- To be fully aware of, and adhere to, all applicable Blossom House School Policies
- To be flexible and carry out any such other duties as may be reasonably required and directed by the Operations Director

## Safeguarding Responsibilities

- To know the identity of the School's Designated Safeguarding Lead and Safeguarding Team;
- To proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure;
- To be aware of the School's policies relating to Safeguarding and Child Protection, Code of Conduct and Health and Safety, and follow their requirements;
- To attend training relating to Safeguarding and Child Protection;
- To engage in safe practice and professional conduct to safeguard children and mitigate against the potential for misunderstandings or situations being misconstrued;
- To create safe and secure learning environments.



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## Job Description

### Job Title:

School Maintenance Assistant

### Reports to:

Head of Operations

### Location:

Based at our Motspur Park school with travel to London Euston and Purbright schools as needed

### Contract Term:

Permanent, Full-Time

### Hours per week:

7.30am to 4pm, 5 days per week, Monday to Friday (25 days holiday per annum plus bank holidays)

Person Specification					
Qualifications	Essential	Desirable	Application Form	References	Interview/ Selection Process
Literacy and Numeracy skills e.g. GCSE or equivalent	✓		✓		✓
Valid and clean UK driving license		✓	✓		✓
A full 'time served' trade qualification or equivalent experience (e.g. City & Guilds) equivalent to a GNVQ Level 2 or above		✓	✓		✓
Health and Safety Related Certification		✓	✓		✓
Knowledge & Skills	Essential	Desirable	Application Form	References	Interview/ Selection Process
Good oral and written communications skills	✓		✓		✓
A basic understanding of Safeguarding and child protection in schools		✓	✓		✓



Ability to maintain and repair damage to school premises and equipment	✓		✓	✓	✓
Ability to gather information, problem solve and use own initiative	✓		✓		✓
An understanding of health and safety	✓		✓		✓
Ability to prioritise and manage workflow of self whilst maintaining a flexible approach to respond to urgent requests	✓		✓	✓	✓
Ability to safely lift heavy equipment/objects using knowledge of manual handling	✓		✓		✓
Good working knowledge of site maintenance issues	✓		✓	✓	✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Interview/ Selection Process</b>
Handy person or DIY activities of a general building and maintenance nature e.g. minor repairs, including the use of associated hand and power tools	✓		✓	✓	✓
Previous experience of working in an educational environment.		✓	✓	✓	✓
Experience of caretaking or being a site keeper in a school or similar environment		✓	✓	✓	✓
<b>Personal Attributes and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Interview/ Selection Process</b>
Approachable with good interpersonal skills	✓		✓	✓	✓
Patience and a positive attitude	✓		✓	✓	✓
Ability to adapt to changes quickly	✓		✓	✓	✓
Ability to work as part of a team	✓		✓	✓	✓
Ability to work independently on prescribed tasks, take initiative and manage change	✓		✓	✓	✓

Ability to use initiative, good problem-solving skills and to be pro-active	✓		✓	✓	✓
Willingness to participate in training and other learning activities	✓		✓	✓	✓
Commitment, reliability and trustworthiness	✓		✓	✓	✓
To be committed to equality, diversity and the inclusion of all	✓		✓	✓	✓
<b>Safe-guarding &amp; Child Protection (COMPULSORY)</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>References</b>	<b>Interview/ Selection Process</b>
A commitment to follow school policies, procedures and guidance	✓		✓		✓
A commitment to the protection and safeguarding of children and young people	✓		✓		✓
Successful Enhanced DBS Status	✓				✓

**If you would like to apply for this vacancy, please download and complete the application form**

**Applicants will need to complete an application form detailing how they meet the requirement of the person specification.**

*We are committed to safeguarding and protecting the people we care for, creating a setting in which everyone feels welcome and safe. All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the organisation. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice.*

Please see below a copy of our pro-forma reference request which we send to referees

Reference Request Form		
<b>Candidate Information</b>		
Full Name:		
Position applied for:		
<b>Referee Information:</b>		
Full Name:		
Job Title:		
Address:		
Relationship to candidate:		
How long have you known the candidate?		
<b>Employment Details:</b>		
Date employed by you:	From:	To:
Current or most recent job title held:		
Main duties and responsibilities of that post:		
Reason for leaving your employment:		
<b>Reference Questions:</b>		
1. Please comment on his/her ability to work within a challenging environment.		
2. Please comment on his/her ability to communicate clearly and appropriately at all levels, both orally and in writing.		
3. Did the candidate perform his/her duties satisfactorily?		
If No, please provide details of any areas needing improvement and any remedial action taken.		
<b>Yes/No (delete as appropriate)</b>		
4. Please comment on the candidate's suitability for this appointment. It would be helpful if you could specify strengths and limitations you consider the candidate has		

demonstrated which would be relevant to the requirements of this appointment and give examples to support your comments.
<p>5. Has the candidate been the subject of any informal or formal disciplinary action or any action under the capability procedure where penalties or sanctions remain in force?</p> <p>If yes, please give full details of the nature and dates of the misconduct or performance issues, and of the penalty or sanctions still in force including the expiry date of the warning.</p>
<b>Yes/No (delete as appropriate)</b>
<p>6. Does the candidate have any action pending against him/her in relation to the disciplinary or capability procedure (including whether or not the candidate is currently the subject of a disciplinary investigation or an investigation under the capability procedure)?</p> <p>If yes, please provide full details of the nature and date(s) of the allegations.</p>
<b>Yes/No (delete as appropriate)</b>
<p>7. Has the candidate ever been the subject of any disciplinary action in relation to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired?</p> <p>If yes, please give full details of the nature and date(s) of the allegations(s), and of the penalty/sanction which was imposed.</p>
<b>Yes/No (delete as appropriate)</b>
<p>8. To the best of your knowledge has the candidate ever had a substantiated allegation(s) made against him/her in regard to his/her behaviour toward children?</p> <p>If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was.</p>
<b>Yes/No (delete as appropriate)</b>
<p>9. Do you have any specific concerns around the candidate's suitability to work with children?</p> <p>If yes, please specify.</p>
<b>Yes/No (delete as appropriate)</b>
<p>10. Convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 or filtered in line with current guidance must be disclosed in respect of individuals who work in schools. It would be an offence for you not to reveal any information you have about any convictions, cautions, reprimands or final warnings that have been received by the candidate and are not "protected".</p> <p>Please provide any such information which will be kept in strict confidence, and used only in consideration of the suitability of this candidate for a position where such an exemption is appropriate.</p>

11. Please comment on the effectiveness of the candidate's interactions with:			
a) Other adults			
b) Children and young people			
12. If the person has already left or has indicated an intention to leave your employment please indicate the reason if known:			
13. Do you know of any reason why we should not employ the candidate? If so, please specify.			
<b>Yes/No (delete as appropriate)</b>			
14. Would you re-employ this person?			
<b>Yes/No (delete as appropriate)</b>			
15. Please provide any further information or comments which you wish to offer about the candidate, bearing in mind the post for which they have applied for?			
<b>Candidate evaluation</b>			
<i>0 = Unable to comment, 1 = Requires improvement, 2 = Meets expectations, 3 = Exceeds expectations, 4 = Outstanding (top 5%)</i>			
<b>Character</b>			
Reliability and integrity		Work without supervision	
Suitability to work with children		Tolerant, calm and patient	
<b>Professional Knowledge, Skills and Abilities</b>			
Effective accurate literacy, numeracy and ICT skills		Effective organisational and administrative skills	

Effective behaviour management		Level of professional knowledge for job role	
<b>Classroom Teacher Skills and Other Experience (if applicable to role)</b>			
Teaching ability		Working with SEN pupils	
Ability to maintain the recognized core professional standards		Ability to demonstrate and promote enthusiasm in pupils/students	
Ability to keep updated with curriculum/legislation/workplace / technology changes		Ability to implement required changes in the workplace	
<b>Personal qualities, attitudes and approaches</b>			
Committed to safeguarding and promoting the pastoral care of children		Able to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults	
Adaptability / Flexibility		Attitude	
Using own initiative		Able to work in groups / teams	
Relationships with colleagues		Leadership abilities	
Ability to relate to children		Children's response to applicant	
Maturity		Responsibility	
Perseverance		Punctuality	
<b>Objective Rating</b>			
<i>Under each heading, please tick/cross/highlight the phrase that most accurately describes the applicant:</i>			
1. Ability to Direct and Influence others:			
Exceptional leadership qualities		Unreliable leadership qualities	
Usually successful in leading others		Not known	
2. Ability to relate to and give guidance to children:			
Exceptional		Unreliable	
Usually successful		Not known	
3. Ability to control emotions:			

Well balanced, good control		Frequently irritated, depressed or impatient	
Average ability to control emotions		Not known	
4. Ability to work and co-operate with others:			
Exceptional in groups, a team player		Better suited to solitary work	
Will co-operate in most circumstances		Not known	
5. Ability to complete tasks and/or assignments:			
Completes tasks promptly and often does more than expected		Needs constant supervision to complete work	
Completes assigned tasks at own pace		Not known	
6. Ability to handle constructive criticism:			
Good. Will act upon suggestion.		Does not react well to constructive criticism.	
Average. Will listen and may act upon suggestion.		Not known.	
<b>Declaration</b>			
Signed:			
Date:			
Name:			
Job title:			
Address:			
Telephone no.			
Please confirm whether you have any objection to the contents of this reference being revealed to the candidate during or after the recruitment selection process.			
<b>Yes/No (delete as appropriate)</b>			