



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

Appointment of

**Site Maintenance Support with Security
and Traffic Management**

From September 2017

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School. In 2017 Chinthurst School joined the RGS group of schools.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior schools which have included Dunottar, Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

www.reigatestmayrs.org

Site Maintenance Support with Security and Traffic Management

1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

3. Job Description

The key role will be to provide support to the current Maintenance and Caretaking team in carrying out their duties for the preparatory school and ensuring security and safe traffic management at peak times, throughout the premises during duty hours for all pupils, staff and visitors.

In order to cover the peak hours the role is a split shift during the school term time. This role could therefore be a job share.

The school is prepared to support the applicant with further training in a relevant skill by allowing paid release to attend a part time college course during the term time.

The main responsibilities will include:

Morning Duties

- Open up gates to the site and ensure they are secure after the start of the teaching day.
- Assisting with the safe crossing of pupils between the Church and the School Entrance
- Assisting with the management of the parent car traffic through the front driveway/drop off zone.
- Walking the site including the playground, sports fields, checking and reporting any finding to the Maintenance Team.
- Securing the gates of the site once lessons commence.
- Check heating system is operating effectively.
- Check site for overnight hazards, including rubbish / fox mess.
- Empty rubbish bins.
- Ensure kitchens/toilets have adequate paper towels, soap and hand towels.
- Assist with assembly set up.
- Assist with setting up and putting back chairs in the Church.
- Distribution of deliveries.

Afternoon Duties

- Walking of the site and unlocking and opening the gates
- Assisting the safe crossing of pupils between the Church and the school.
- Assisting the management of the parent car traffic through the front driveway / drop off zone.
- Walking the site including the playground, sports fields, checking and reporting any finding to the Maintenance team.
- Deliver mail to RGS and collect any mail for RSM.

- Assist catering and games department with set up requirements.
- Empty recycling bin.
- Distribution of deliveries.
- Remove rubbish from kitchen.
- Check site for general tidiness and litter.
- Event set up and get out.

General

- Maintaining classrooms, toilets, playground and all school buildings.
- Repairing, arranging repairs and painting of furniture, fittings and building as required.
- Responsibility for security of the school and buildings during duty hours.
- Supervision of contractors attending site.
- Keeping clean and tidy the Maintenance work area.
- Occasional cleaning when an emergency (all cleaning is generally undertaken by school cleaning contractors).
- Light bulb check and replacement.
- Car park congestion duties.
- Water check on all buildings and pavilion.
- Requirement to undertake fire warden and first aid training
- Fire and smoke alarm checks.
- Field sweep for unwanted hazards.
- Moving of heavy items for staff.
- Preparing rooms for meetings/special events.
- Any other duties as may be required.

4. The Person

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

- Previous experience in similar role (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.
- The ability to adapt and expand within the role.

5. Reporting

This role reports directly to the maintenance supervisors and will be part of the Bursar's support staff team.

6. Terms and Conditions

- A free lunch is provided in the school dining hall during term time.
 - An auto enrolment pension scheme is available for eligible employees.
 - Successful applicants will be vetted by the Disclosure and Barring Services and will be required to complete an Online Pre-Placement Medical Questionnaire.
 - The school has a strict no smoking policy.
 - 4 weeks' holiday will be paid, rising to five weeks after five years.
 - Split shift 7.45 am – 11.45 pm and 2.45 pm – 5.45 pm Term time
9am – 5pm During School Holidays – with a 1-hour unpaid break during the day
- This role may suit a job share.

7. Child Protection

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Protection Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are available on the Reigate Grammar School and Reigate St. Mary's websites (www.reigategrammar.org or www.reigatestmarys.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

7. Applications

Applicants are asked to complete the **Application Form** and **Supplementary Information Form** available on the school web site and send them with a supporting statement to the head of HR Dawn Holmes by Wednesday 21st June, interviews will take place the week beginning 26th June.

Applications should be addressed to the Bursar and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.