

Appointment of School Maintenance Assistant January 2025



Information for Applicants

St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the Disclosure and Barring Service.

The Role

St Teresa's School seek to appoint an enthusiastic and committed Maintenance Assistant. The successful candidate should ideally (but not essential) have trade experience in either plumbing, carpentry or painting.

The Maintenance Assistant is responsible for a wide range of duties and responsibilities connected with the smooth, efficient, and effective running of the school. They will work as part of the school Facilities Team and must be able to relate well within your team, along with pupils, parents, staff and visitors.

Report to the Facilities & Estates Manager.

A flexible and willing attitude is essential for the successful applicant to ensure full coverage of the site on a weekly basis so that all functions always run smoothly and safely. Additionally, the school holds many functions and hires out areas of the school premises for outside use which will require the movement and setting up of equipment and furniture.

Hours of work 7.30am to 5.00pm weekly, Monday to Friday during term time. 8.00am to 4.30pm during the school holidays.

On call rota, which may include working evenings, and being on call one weekend in 4 and at other times of operational need.

Own transport to/from the school is required as there is no public transport available.

The School

St Teresa's has a school population of 600 including over 80 boarders, and a healthy Sixth Form. The school sits in 55 acres of beautiful countryside and benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St Teresa's offers a strong caring community based on its Catholic traditions but remains an inclusive environment that welcomes pupils from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

Location

St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive. Own transport to/from the school is required as there is no public transport available.

Facilities

The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

A number of facilities are provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St Teresa's enjoy a swimming pool, all-weather pitch and impressive playing fields.

The Vision

In 2019, we came together with neighbouring school Cranmore to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys.

The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School joining the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applicants:	Monday 2nd December 2024
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's reserves the right to interview at any stage of the selection process.