

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack

Estates Assistant

31.5 hours per week (shift pattern TBC)

Salary: RTS Scale 5
Point 12-15 £27,327-£28,547
(Pro Rata)





Dear Candidate

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS).

As a thriving comprehensive secondary academy (11-16), we have grown rapidly since opening in 2017 and now have 762 students across Y7 to Y11. In partnership with our Campus Partner, Richmond upon Thames College, we have launched RTS Sixth Form Plus, a distinctive, jointly-led provision designed to ensure our students experience a seamless and aspirational transition to KS5.

The years ahead promise to be particularly exciting. Situated at the heart of the Richmond Education and Enterprise Campus, RTS is uniquely positioned within a dynamic hub of education and innovation. We work alongside two outstanding special schools (Clarendon and Capella House) and a leading further education college (Richmond upon Thames College), creating a truly collaborative learning environment. Our state-of-the-art, purpose-built premises, alongside the next phase of campus development, including our new Sports Centre and the College's STEM Centre, both of which opened in 2024, provide an exceptional setting in which to learn and work.

Our ambition to do the ordinary differently continues to define our journey, as we establish RTS as a beacon of excellence. We recognise that being an outstanding school depends on the exceptional people within it. That is why we are committed to recruiting, supporting, and developing dedicated professionals who are passionate about education's transformative power. We want our staff to thrive, to excel through professional development, and to contribute meaningfully, not only to our students' lives but also to the broader educational landscape. At RTS, we foster an environment where ambition, innovation, and inclusivity shape the next generation of learners and leaders.

If you are driven to engage and inspire students, eager to work within a team of professionals who are relentlessly focused on continuous growth, and keen to collaborate with our industry and education partners, Haymarket Media Group, Harlequins FC, the National Physical Laboratory (NPL), and Richmond upon Thames College (alongside the wider HRUC group), then RTS is the perfect place for you. Our partnerships allow us to diversify and enrich the student experience, ensuring that every young person leaves RTS equipped for limitless opportunities and ready to be a champion for equality and social justice.

We welcome prospective candidates to reach out with any questions prior to submitting an application. Please contact Barbara Munro, PA to the Head Teacher, at pa@rts.richmond.sch.uk to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in black ink, appearing to read 'K Dooley'.

Kelly Dooley
Head Teacher - The Richmond upon Thames School

Our motto

Excellence Through Endeavour



Our school

RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits six forms of entry (162 children) per year.

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees; all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



Our campus and facilities

RTS is housed in a purpose-built facility, with Clarendon School's secondary students and Capella House students accommodated in adjoining spaces.

Together with the newly constructed Richmond upon Thames College, these institutions form the Richmond Education and Enterprise Campus, a hub of education, innovation, and opportunity.

Our outdoor sports facilities include five multi-purpose courts for hockey, tennis, and netball, alongside direct access to both 4G and grass pitches for rugby and football. In 2024, the campus expanded further with the opening of a double-height Sports Centre, featuring a four-court sports hall, a dedicated dance studio, and modern changing facilities.

The Education Campus model is redefining learning, integrating education with enterprise to equip students with the skills, experiences, and opportunities they need to succeed. Through strategic partnerships with Richmond upon Thames College, the Auriga Trust (Capella House and Clarendon), Haymarket Media Group, Harlequins, and the National Physical Laboratory, RTS benefits from a wealth of expertise from organisations that excel both nationally and globally. These partnerships continue to add a dynamic, real-world dimension to the school's curriculum and student experience.



**Richmond upon
Thames College**

Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



haymarket®

Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."





Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the Free School to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



Our curriculum

We are an inclusive school, where every student is stretched and challenged to exceed their personal best. Securing each child's academic success and independence is at the heart of our approach, with demanding teaching that fosters resilience, curiosity, and intellectual agility.

Our teaching methodologies ensure that students engage critically with complex concepts, developing the analytical skills needed to thrive in an ever-changing world. While our curriculum remains rooted in traditional academic excellence, we take an enterprising approach to its design, leveraging innovative digital technologies and strategic partnerships to enrich learning. Our extended school day provides students with access to a wealth of diverse and enriching learning experiences beyond the core curriculum.

In KS3 (Years 7-9), students benefit from a broad and ambitious curriculum, studying Art, Computer Science, Design and Technology, Drama, English, French, Geography, History, Mathematics, Music, Physical Education, Prep, PSHCE, RE, Science, and Spanish.

At KS4 (Years 10-11), students undertake a rigorous suite of GCSEs, including Art, Citizenship, Computer Science, Design and Technology, Drama, English, French, Geography, History, Hospitality and Catering, Mathematics, Media Studies, Music, Physical Education/Sport, Religious Education, and Sciences (Biology, Chemistry, and Physics), alongside Spanish.

Learning at RTS extends far beyond the classroom walls. From scientific explorations at Kew Gardens during Science Week to theatre and gallery visits, masterclasses led by industry leaders, collaborative projects with universities, and weekend outdoor expeditions, students benefit from a dynamic, experience-rich education. As a technology-forward school, every student has access to a school-issued iPad, enabling them to engage with cloud-based classrooms, revisit lesson materials, and independently explore extension activities.

Sport plays a key role in the RTS experience, with students competing in tournaments against other schools and an annual Sports Day, which is deeply embedded in our house system—fostering team spirit, resilience, and a shared sense of pride in school life.

KS3

Art	Music
Computer Science	Physical Education (PE)
Design and Technology	PSHCE
Drama	Religious Education (RE)
English	Science
French	Spanish
Geography	Enrichment
History	Prep
Mathematics	Academic Tutoring

KS4

Art	English language	Physics
Biology	French	Physical Education (PE)
Chemistry	Geography	PSHCE
Computer Science	History	Religious Education
Citizenship	Hospitality & Catering	Spanish
Design and Technology	Mathematics	Sport
Drama	Media Studies	Academic Tutoring
English literature	Music	

Our curriculum | extended day

At the Richmond upon Thames School, we have longer school days on Tuesday, Wednesday and Thursdays. We use our longer days to provide exciting enrichment options. In KS3, the enrichment curriculum personalises and broadens students' school experience through access to a wide range of exciting sessions including Master-Chef, dissection, choir, Karate, 3-D model making, gardening, a range of sports clubs and more. In KS4, students access a comprehensive careers education information and guidance programme, which supports students' development for the next stage of their lives.

Through our best endeavours, we strive to prepare our students for the next stages of their lives. We do this through a combination of methods, including PSHCE, academic tutoring, assemblies, employer visits, seminars, masterclasses, workshops, drop down days and 1:1 sessions.

As a school, we are committed to ensuring that the learning experience supports all of our students to develop to their full potential. We recognise that some students may have particular strengths, whether academic, musical, artistic or sporting and that others require support with special educational needs or disabilities. To support all students our dedicated staff work together to ensure no student is left behind and we do this by providing stimulating, engaging learning experiences delivered by excellent teachers.



Job Advert

We are looking to appoint a dynamic and enthusiastic Estates Assistant to join our team to support the day-to-day running of the RTS site, including a wide range of duties and responsibilities connected with the fabric and grounds of the school.

You will need to enjoy being part of a team and be able to cope in a fast paced environment. Most of the role is customer facing, so attention to detail and excellent customer service skills are a prerequisite.

As an Estates Assistant you will work with the Estates Team to help to maintain a safe, efficient and effective Estates service that supports a high-quality learning and working environment for students and staff.

This post is a hands-on role and benefits include:

- a generous salary,
- generous local government pension scheme
- sick pay; and
- the chance to be part of a forward-thinking Estates Team.

Prospective candidates are welcome to discuss any questions before submitting an application. To arrange a suitable time, please contact Barbara Munro, PA to the Head Teacher, at pa@rts.richmond.sch.uk or on 0208 891 2985.



The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.

Job description

Title
Salary
Reporting to
Line management of

Estates Assistant
Scale 5
SLT Line Manager
N/A

Hours of work: The working week is 31.5 hours per week in a shift pattern between 07:00-22:30.
Holidays to be taken within school closure dates and to be authorised in advance

Overall Job Purpose

- The Richmond Education and Enterprise Campus (REEC) accommodates three co-located schools – The Richmond upon Thames School (RTS), Clarendon School and Capella House.
- The Estates Assistant supports the effective Estates operation of the RTS site, including contractual visits where RTS oversees the contract and provides security services, under the direction of the SLT line manager.
- Support the day-to-day running of the RTS site, including a wide range of duties and responsibilities connected with the fabric and grounds of the school.
- Help to maintain a safe, efficient and effective Estates service that supports a high-quality learning and working environment for students and staff.

Main responsibilities

- To support the SLT line manager in ensuring the general provision of a safe, clean, warm and secure environment for premises users and authorised visitors
- To assist in the management of the building and grounds and the provision of direct services, information and advice, as detailed below. It is desirable that the post holder will have a basic knowledge of carpentry, plumbing and basic/general building maintenance
- To contribute to an effective Estates service that provides a safe, efficient and effective learning and working environment for students and staff

Duties

- To assist in the maintenance and monitoring of the site and premises, including grounds, buildings, fixtures and fittings and furniture, as directed by the SLT line manager
- To carry out and record work proactively through the written routines and agreed Estates email system, including all planned and reactive maintenance allocated to the Estates Team
- To liaise with contractors on site as directed by the SLT line manager, ensuring works are completed to a satisfactory standard and reporting any concerns or defects promptly for follow-up
- To be responsible for maintaining a safe and healthy working environment by carrying out checks, following agreed procedures and reporting hazards without delay, with knowledge of the use and maintenance of the fire panel and fire-fighting equipment, and the identification of existing or potential hazards and their elimination
- To support the school in ensuring that the statutory and non-statutory plant and equipment tests and inspections are completed at appropriate times, thus ensuring that the school complies with legal requirements
- To assist in the planned maintenance of mechanical, electrical and heating services in the school, including usage and monitoring of heating and hot water plant, ventilation equipment, lifts and lights as per the school maintenance plan agreed by SLT
- To be responsible for carrying out statutory compliance testing as required by the school and the SLT line manager, recording results accurately and escalating any failures or issues
- To be responsible for the security of the premises, including keeping an accurate record of any breaches of security, in accordance with school policies and instructions from the SLT line manager
- To assist in the monitoring of the cleaning contractors and report any concerns about standards to the SLT line manager
- To liaise with staff, students, visitors and external agencies in a professional and friendly manner
- To perform any other duties commensurate with the post as directed by the SLT line manager, and carry out duties, where qualified, in line with Health and Safety regulations and guidelines

Planned Duties

Carry out a series of planned tasks, either daily, weekly, monthly or annually, which are captured in the Estates maintenance planner and scheduled by the SLT line manager. These include but are not limited to:

- Fire alarm testing
- Fire escape checks
- Emergency light testing
- General lighting checks
- Automatic door checks
- CCTV and access control system tests and checks
- Fences and wall checks
- Access equipment checks
- Plant room inspections
- Heating checks
- Fire and intruder alarm tests and checks
- Fire extinguisher checks
- FF&E checks
- Setting up and taking down the assembly and sports halls
- Litter picking
- Emptying of external bins and maintenance of the refuse area
- Replenishment of lavatory consumables
- Replenishment of paper and consumables for all school printers
- Other daily planned tasks including opening and closing (unlocking/locking) doors as required

The postholder will be expected to agree to training on the Building Management System and in Health and Safety as and when necessary, and to apply this training in line with agreed school procedures and instructions from the SLT line manager

Job description (continued)

Reactive Duties

- The Estates Team are required to be reactive to all requests and incidents on site, as well as all requests communicated via the agreed Estates email system.
- All reactive duties are generated via emails to the Estates Team, instructions from the SLT line manager and other agreed channels.
- Typical reactive duties include but are not limited to:
 - Minor maintenance issues/repairs
 - Porter duties for deliveries
 - Removing graffiti
 - Clearing spillages
 - Opening and closing doors

Porter Duties

- Carry out furniture moves or deliveries as requested
- Setting up exam desks and chairs
- Ad hoc moving of office / classroom equipment / external equipment

Health and Safety

- Attend tool-box talks and carry out health and safety training as directed by the SLT line manager
- Wear issued personal protective equipment / clothing as required for the task
- Report accidents and near misses in line with the school's health and safety procedure and using the reporting routes specified by SLT

Person specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • General standard of education • Candidates must be prepared to undergo any associated training, including health and safety and building systems training as required 	<ul style="list-style-type: none"> • Possession of a current full driving licence
Skills and Knowledge	<ul style="list-style-type: none"> • Experience of, or willingness to train in, carrying out fire and intruder alarm tests and checks in line with school procedures • Experience of, or willingness to train in, carrying out fire extinguisher checks and basic compliance routines • Ability to undertake general maintenance repairs • Proven written and oral communication skills • Effective organisational skills and the ability to multi-task • Good interpersonal skills and the ability to liaise with personnel at all levels • To be able to prioritise workloads and work to deadlines • Ability to work independently and as part of a team • Handy-person skills • Ability to use IT/Building Management Systems, including word-processing packages and the Estates email/log system 	<ul style="list-style-type: none"> • Relevant trade qualification (e.g. plumbing, carpentry, electrical) or equivalent practical experience
Personal Qualities	<ul style="list-style-type: none"> • Flexible and enthusiastic • Quick to adapt to change and take on new initiatives • The ability to work in a diverse team • Contributes energy and effort when circumstances demand • Persuades and negotiates by building common ground and listening in order to positively influence situations • Helps to make changes work by supporting others • Encourages teamwork by actively supporting others and promoting the team 	
General Points	<ul style="list-style-type: none"> • Self-starter who is willing to work as part of a team • A willingness to work flexibly, including outside of normal working hours, if required • A willingness to undertake additional tasks and responsibilities as directed by the SLT line manager and/or the Head Teacher 	

Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

www.richmonduponthameschool.org.uk

School visit

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions that you may have prior to submitting your application; contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or pa@arts.richmond.sch.uk to arrange a suitable time.

Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

- How have your experiences to date prepared you for this post?
- If appointed, how will your personal and professional qualities benefit the staff and students at The Richmond upon Thames School?
- If appointed, what aspect(s) of the post could prove a particular challenge for you?
- Provide details of relevant professional development (relevant to this application and taken within the last 5 years)

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

Interview

To be confirmed

Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Online searches

In accordance with Keeping Children Safe in Education guidance, the school conducts online searches for shortlisted candidates as part of the process of assessing suitability. The purpose of the online search is to ensure that potential candidates are suitable for the role they have applied for and will not pose a safeguarding risk or damage the reputation of the school. The online search does not form part of the shortlisting process itself, and it will not be carried out by the interview panel. The search will only be carried out by individuals who are not involved in any other aspect of the recruitment process.

All relevant information uncovered will be discussed with the applicant at the interview, and no recruitment decision will be made solely on the basis of an online search. All candidates will be treated consistently, and no irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station has recently undergone a major redevelopment with a new station building, access and shops.

There is a focus on developing community and positive staff wellbeing through:

- Employee Assistance Programme (EAP)
- Quiz nights
- Discounted tickets at some Harlequins matches
- Staff-led fitness and sports
- Discounted membership for Nuffield Health, Twickenham (next door to RTS);
- Seasonal gatherings
- Free tea and coffee in the light and airy staff social room
- Two-week Autumn half-term break; and
- Membership of a pension scheme is available.

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

RTS is proud of its well established links within the community and has an active PTA.



The Richmond upon Thames School

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www.richmonduponthameschool.org.uk