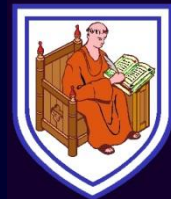


St Bede's School

'Christian Education at its Best'



Maintenance Assistant

36 hours per week, full year

£27,634

To start ASAP

Application Deadline: 09:30 on 30 September 2025

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2024	2025
Attainment 8	59.34	58.15
Progress 8	+0.72	N/A
EBACC	47%	53%
EBACC entered	62%	67%
4+ English	94%	92%
4 +Maths	94%	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

Maintenance Assistant

We are looking to appoint a maintenance assistant to join our experienced site team. The purpose of this role is to provide maintenance and caretaking to a high standard to ensure the safety of all those using the school site.

The school has a wide variety of maintenance requirements and whilst every member of the team is expected to turn their hand to any maintenance or caretaking task, some basic training (or sound experience) in either plumbing, general/ground maintenance, electrical/building maintenance or heating systems, together with experience of working in a school or educational establishment is desirable but not essential.

Working under the direction of the Site Manager, we are looking for someone who is flexible and practical in their approach to tasks, has a good knowledge of general maintenance and who can work well as part of a team and with all members of our school community.

Normal working hours for this position will be 36 hours Monday - Friday from 8:00 - 16:15 (16:00 on Friday) over 52 weeks per year, however, it is important that the successful candidate is flexible since these working hours may be subject to change depending on the needs of the school and the priorities of the day.

The Maintenance Team consists of three Senior Maintenance Assistants, three janitors and two Sports Hall Attendants.

Job profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Role Purpose: Provide a security and caretaking service to the school to minimise risks to the health and safety of those using the school site, and to limit the possibility of damage to the school premises and loss of property through theft outside normal school hours. Ensure the cost effective use of materials and equipment and participate in the efficient and economic use of the school premises.

Key deliverables include:

- Participate in and 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 to ensure the activities of the school can take place in an environment suited to learning
- Contribute to maintaining the site in a good state of repair and maintaining heating and lighting, 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
- Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents, and provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations, initiating emergency services procedures when needed
- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed
- Maintain monitoring procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary cleaning and maintenance supplies
- Take responsibility for raising any issues initially with the staff concerned or with the contractor as appropriate to achieve improved performance

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Operational Services **Grade:** 5

Responsible to: Site Manager

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Service Delivery

1. Carry out a range of operational service duties using appropriate tools and equipment.
 - Receiving and attending to reports of premises-related problems received from staff, or as allocated by the Site Manager, and communicating with staff in response to such reports.
 - Maintaining the paths, drives and other hard surfaces within the site grounds and external perimeter, in a clean and tidy state and in extreme weather keeping paths, access points and entrances free of snow and ice.
 - Preparing rooms for exams, meetings, performances and other events.
 - Attendance at emergencies during school hours.
 - Attendance at and supervision of lettings during school hours.
 - Keeping maintenance stores and tools in a safe, clean and tidy condition.

2 Planning & Organising

2. Assist with the delivery of relevant property maintenance schemes and usage of facilities.
3. Support the senior leadership team to deliver initiatives and projects as required.
4. Deliver a range of operational services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
 - Facilitating the security of the premises including opening and locking up of premises
 - Moving, distributing and storing goods and supplies received.
 - Providing an immediate cleaning response (e.g. including but not limited to sweeping, dealing with spillages, emptying bins, litter picking etc.).
 - Maintaining the paths, drives and other hard surfaces within the site grounds and external perimeter, in a clean and tidy state and in extreme weather keeping paths, access points and entrances free of snow and ice.
 - Contribute to operational functions by providing practical support and effective organisation of activities.
 - Work with the site manager to assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

3 Policy and Compliance

1. Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements.
 - Adherence to and implementation of the School's Health & Safety policy and procedures.
 - Checking the site regularly for potential health and safety issues, reporting to the Site manager and taking corrective action as necessary or where directed.

4 People & Partnerships

1. Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service.
 - Assisting the Site Manager and other site and sports hall staff as required.

5 Resource Management

1. Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
 - Carrying out repairs, maintenance, refurbishment and redecoration of buildings, furnishings and equipment within timescales dictated by the circumstances or set by the Site Manager
 - Support the site manager to monitor the premises to identify actual and potential problems, ensuring that repairs and maintenance tasks are completed promptly and efficiently.
 - Prompt attendance to premises emergencies and other urgent matters where aspects of the school environment threaten the safety, security, or wellbeing of students, staff or visitors, or where teaching and learning is being prevented.
 - Facilitating the security of the premises including opening and locking up of premises

6 Analysis, Reporting & Documentation

2. Ensure information and records are processed and stored to agreed procedures.

7 Duties for all

1. Values: To uphold the values and behaviours of St Bede's School.
2. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
3. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
4. To have regard to and comply with safeguarding policy and procedure as appropriate.

8 Additional Requirements

1. Carry out any other task which might reasonably be required.

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Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> Strong personal commitment to the ethos of St Bede's School Able to work effectively within an explicitly Christian context 	<ul style="list-style-type: none"> Personally committed and practicing Christian A member in good standing of any denomination served by the school Informed and thoughtful about current Christian issues
Education and Training	<ul style="list-style-type: none"> A good standard of education – (Minimum GCSE Grade 4 or C in English & mathematics or equivalent experience demonstrable by testing) 	<ul style="list-style-type: none"> Experience in a directly relevant role Experience in a school or similar environment Knowledge of safeguarding
Experience / Skills	<ul style="list-style-type: none"> Effective collaboration and team working, with an ability to build effective relationships with a wide range of people Confident communicator Demonstrate initiative Confidentiality Problem solving – identifying problems and finding solutions Basic IT skills 	<ul style="list-style-type: none"> Confident and comfortable in a school environment Applicable practical experience
Personal Qualities	<ul style="list-style-type: none"> Friendly, positive disposition Flexible and co-operative Self-motivated and hardworking Able to meet the physical demands of the role High standards of personal presentation Willingness to learn new skills and undertake training Well organised, methodical and with attention to detail Committed to professional development and prepared to undertake training as required by the role 	

How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

peopleteam@st-bedes.surrey.sch.uk

If you have any queries please ring the People Team on 01737 214048 or send an email to peopleteam@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is 09:30 on 30 September 2025.

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

