

NOTRE  
DAME  
SCHOOL



**PREMISES  
ASSISTANT**  
*WITH  
MINIBUS DRIVING*

Candidate Information

Permanent  
Full-Time, All Year Round  
Required ASAP



## Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are boldly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-around education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.

**Notre Dame School is proud to have been shortlisted for the TES Independent Senior School of the Year Award 2023.**



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





## Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

**Notre Dame School is the only one in the UK.**

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today, and we strive to live up to her**

*“No one is educated in isolation; it is the whole community that educates.”*

St Jeanne de Lestonnac – Foundress



“  
*Pupils display  
genuine kindness  
and respect for one  
another.*”

Independent School Inspections – ISI





## The Role

### Position Title

# Premises Assistant

### Reporting to

# Premises Manager

### The function of the post

To support and assist in the smooth running, upkeep, and maintenance of the site, including maintenance, event preparations, cleaning, and security at the school.

Maintain a proactive attitude and always provide excellent customer service, taking an active role within the Estates Team.

This role will also include supporting our Minibus team when required.

# Main Duties & Responsibilities

## Pool

- Joint management of pool and pool plant strictly adhering to Pool Plant Operation Recommendations and Health and Safety Regulations
- Carrying out mandatory daily pool checks and maintenance, keeping accurate records
- To hold or be willing to undertake training, a valid pool plant operators' certificate, IMPSRA Institute / STA Pool Plant Courses
- Ensuring safe management of pool chemicals by COSHH Regulations
- Management of the cleaning standards in the pool and pool area, including changing rooms
- Coordination of external hire of swimming pool

## Events/Functions

- Assisting in the organisation and safety of school functions and private hire.
- Setting out and taking down furniture and equipment for events
- Required to attend evening functions during term-time (parents' evenings, etc.) for car park duties, including directing/assisting parents, set up and take down management, etc

## Security

- General security – Co-Manager of the security system (Estates Manager is Master)
- Flexibility as a key holder for out-of-hours attendance in response to fire/intruder alarm
- Operation of Security of gates as required

## Utilities

- Responsible for monthly utility meter readings and reporting to the Estate Manager's PA.
- Weekly check of oil levels in all tanks and placing of weekly oil orders. Supervising safe delivery and replenishment of oil.

## Cleaning and Refuse

- Ensuring a high standard of cleanliness and tidiness across the school site, paying particular attention to ensuring the Front Office areas are maintained to a high level of cleanliness throughout the day.
- Daily part-supervision of Contract Cleaners, involving daily checks of the cleaning standards.
- Responsible for daily cleaning of areas in use during school holiday periods, e.g. Bursary, Senior & Prep Heads office, main reception area and associated toilets.
- Managing refuse collections, ensuring boxes are crushed
- Ensuring regular daily checks on toilets, cleaning and replenishing supplies as necessary, and ensuring adequate supplies at all times
- Coordinating sanitary bin replacements, checking paperwork is correct and filing appropriately.
- Litter picking and emptying of external bins as required
- Placing orders for cleaning materials and chemicals from approved supplier lists, keeping within the annual cleaning budget.

## Physical Effort

- Moving and carrying furniture and other equipment, e.g., desks, tables, chairs, DIY equipment such as ladders, and some deliveries to the school to wherever they are to be stored. Approx. 30% of the time might be spent moving and carrying various items.

## Working Environment

- Some of the work may need to be done out of doors, such as repairs and security checks in wet weather.

# Main Duties & Responsibilities

## Minibus Driving

- Drive the school minibus service in the morning and/or afternoon as needed.
- Maintenance of vehicle fleet including all safety checks of tyres, oil, water, seatbelts etc.
- Joint management of mandatory vehicle requirements, i.e. MOT, and tax.
- Chauffeuring students on community service visits as requested
- Banking and post-run as requested
- Coordinate car parking duty

## General

- In the event of the Estates Manager's absence, to manage the school's event and function requirements and act as the liaison between the Estates department and the school.
- Joint responsibility for regular PAT testing of all portable electrical equipment throughout the school, including records management, undertaken during the school holidays.
- Liaising with relevant people to source information for the smooth setting up of functions
- Joint management of Pest Control contract, ensuring visits take place and records are filed appropriately
- Joint responsibility for ensuring safe and timely delivery of incoming and internal mail, goods and parcels throughout the school
- Minor building maintenance and repair work, including decorating/light bulb/tube replacements and labouring
- Joint responsibility for ordering and safe storage of cleaning and caretaking materials within budget parameters
- Give support to other teams in the Estate Management department as required
- Designated First Aider to the Estates Department or willing to undertake training
- Any ad hoc duties required to ensure the smooth running of the team and school

## Grounds and Maintenance:

- To maintain the school grounds by undertaking regular leaf sweeping and collection, ensuring all entrances are regularly swept and kept clean.
- Work in line with risk assessments and adapt suitable control measures on gardening/grounds tasks, reviewing when necessary.
- Mark and set out the field as and when required for sport and events.
- Assist with the installation, moving and relocation of sports equipment when required.
- Maintain the long jump pit, ensuring the sand is kept clean; it is covered when not in use and topped up regularly.
- Maintain all pathways and steps to a suitable standard ensuring they are without trip hazards.
- Ensure all pathways and Convent Lane are gritted and or salted during spells of freezing weather.
- Basic machine servicing/maintenance
- Regularly inspect the trees on school grounds and in Convent Lane and report any potential hazards to the Premises Manager.
- Be willing to undertake training and work with a proactive ethic.

## The Person

- A confident and driven-to-succeed Estates person who excels in a School Estate environment
- Qualifications or accreditations in grounds keeping or horticulture would be advantageous.
- An ability to consistently maintain confidentiality and discretion, an aptitude for estate management, and a willingness to learn about new systems & ways of working.
- Must enjoy working collaboratively as a part of a team and working with professionalism and integrity.
- An ability to self-motivate for continuous improvement across all areas of responsibility
- An ability to prioritise conflicting deadlines whilst ensuring seamless provision of service
- School estate experience is advantageous
- Valid, clean driving license, including D1.



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*“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”*

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Independent School Inspections – ISI





## Benefits of Service

### Hours of work

Permanent

Full time – 40 Hours per week

All Year Round

Split shifts where required,  
alternative start times where  
required.

*Must be flexible; there are  
some elements of weekend,  
evening or late-night working.*

### Remuneration

NDSP 25

**£29,352.00 FTE**

### Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



## Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

**[notredame.careers.eteach.com](https://notredame.careers.eteach.com)**

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

**For any queries, please contact HR at [recruitment@notredame.co.uk](mailto:recruitment@notredame.co.uk) or call 01932 589480.**

## Apply Now:

**Please complete the online application process available on our website:**

**[Work With Us | Notre Dame School](#)**

## Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

## Start Date

**ASAP**