



CLAREMONT FAN COURT SCHOOL



**JOB INFORMATION**

# **FACILITIES AND MAINTENANCE ASSISTANT**

Closing date: 9.00am Monday 7 April 2025



# THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



# MISSION AND ETHOS

## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



# THE ROLE

The facilities and maintenance assistant plays a crucial role in maintaining a safe, clean, and efficient environment for students, staff, and visitors. This position involves a variety of tasks, including routine maintenance, repairs, set and clear down of furniture, ensuring the overall functionality of school facilities.

## Key responsibilities:

- Assist with minor repairs and maintenance tasks, such as painting, hanging doors, fitting ironmongery, replacing light bulbs and ensuring equipment is in working order
- Perform daily cleaning of external and common areas
- Monitor and report any safety hazards or maintenance issues to the facilities manager
- Set up and break down furniture and equipment for school events and activities
- Support the facilities manager in coordinating with external contractors for larger repair and maintenance projects
- Ensure compliance with health and safety regulations.

## Site maintenance:

Contribute to maintaining the site and buildings in a good state of repair, ensuring that the activities of the School take place in an environment suited to learning by keeping the School well-maintained, safe and stocked with all necessary supplies.

- Undertake emergency and reactive maintenance repairs as directed
- During the school holidays assist with planned maintenance as directed by the maintenance supervisor
- Report any maintenance repair requirements or health and safety concerns to the appropriate person as a matter of urgency.
- Carry out regular checks and maintenance of drains, gullies and gutters to ensure they are free-flowing and clean.
- Maintain the swimming pools for daily use (training will be provided).
- Keep equipment, tools and machinery in a secure manner.
- Keep boiler houses and storerooms clean.
- Use cleaning equipment as directed and in accordance with health and safety guidelines, including the reporting of faults.
- Use cleaning products in accordance with guidelines paying particular attention to the correct use of chemicals in accordance with COSHH regulations.
- Comply with all safety instructions, e.g. place warning signs for slippery areas.
- Sweep, collect litter and maintain the site generally.
- Assist the housekeeper with general cleaning tasks e.g. cleaning at height

## Event Support

- Provide a portering and event set-up service to

- ensure supplies are in place and School activities can proceed in a timely manner.
- Set up and break down rooms for functions when required following detailed specification. Last-minute changes may require flexibility on the part of the post holder.
- Receive and transfer goods and materials delivered to the School to appropriate locations around the School site.
- Assist with general cleaning as part of event support including bin clearance, sweeping, etc.
- Assist others with the moving of furniture/ equipment, etc.
- Direct visitors to parking spaces during events, drop-off, pick-up and at other times.

## Security

- Be vigilant of strangers on site and report as necessary
- Check premises and work areas are clean and secured on completion of any works
- Provide safe access to the site in the event of snow, minor floods and similar emergency situations

## Health and Safety

- Comply with all health and safety policies and procedures

- Ensure safe methods of manual handling and working at height are observed at all times
- Use any machinery, equipment, dangerous substance or safety device provided by the school in accordance with the training and instructions provided, reporting any faults or accidents or near misses immediately
- Action any other health and safety instruction given by a person in authority

In addition to those duties set out above, the post holder will:

- Work without supervision and act on own initiative as required or appropriate to ensure excellent customer service to both internal and external customers
- Undertake any relevant training as required, including, but not limited to, child protection training and specific health and safety training such as chainsaw or spraying operations
- Keep aware of relevant school policies and procedures
- Prioritise all work and meet agreed deadlines, taking a flexible approach to their hours to meet the demands of the role
- Act in a manner that promotes Claremont Fan Court policies and practices at all times. This includes adhering to the equal opportunities policy
- Undertake any other reasonable duties and responsibilities commensurate with the grade and scope of the post as instructed facilities manager



# THE PERSON

The successful candidate is likely to have the following:

- Previous experience in a maintenance role or similar
- Practical experience with general maintenance and repairs including painting and decorating, basic plumbing, electrics and/or carpentry
- Knowledge of health and safety regulations
- Able to work under pressure and meet deadlines
- Able to work collaboratively and co-operatively in a team
- Reliable
- Able to communicate clearly and effectively with parents, colleagues, visitors, contractors and others
- Strong customer service ethic
- Able to respect confidentiality
- Able to adhere to the school's values and ethos
- Able to meet the physical requirements of the role

## *Desirable*

- Experience of working in a school environment
- Clean driving licence with category D1 and previous experience of driving a minibus. Training will be provided if not
- First aid certificate (or willing to be trained)
- Good written skills and basic IT skills
- Swimming pool plant qualification

## *Values based behaviours*

- Able to demonstrate the behaviours associated with our ethos and values of respect, integrity and collaboration



# WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution, 5x salary life assurance, staff discount for children attending the school, cycle to work scheme, complimentary lunches and refreshments during term time. There is also onsite parking.

## *Terms and conditions*

*Salary:*  
£27,300 per annum

*Hours:*  
Working throughout the year, Monday to Friday on a two week rota basis, 40 hours per week. The early shift is 7.30am to 4.00pm and the late shift is 10.30am to 7.00pm with a thirty-minute lunch break (unpaid) and a paid ten-minute break each morning and afternoon.

There may sometimes be a short-term change to planned events which will require flexibility on the part of the post-holder.

Summer gala day (Saturday in late June or early July) and open mornings (Saturdays), usually 3 per year, are required for which additional hours will be paid.

Holiday: 25 days plus 8 bank holidays

Uniform will be provided



# HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. You should provide a covering letter in support of your application addressed to the head of HR, Mrs Christine Goble.

Please note: applications should be submitted by email and sent to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Documents must either be in Microsoft Word or \*pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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[www.claremontfancourt.co.uk](http://www.claremontfancourt.co.uk) | [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)  
Claremont Drive, Esher, Surrey KT10 9LY

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Early applications are encouraged as we may interview ahead of the closing date