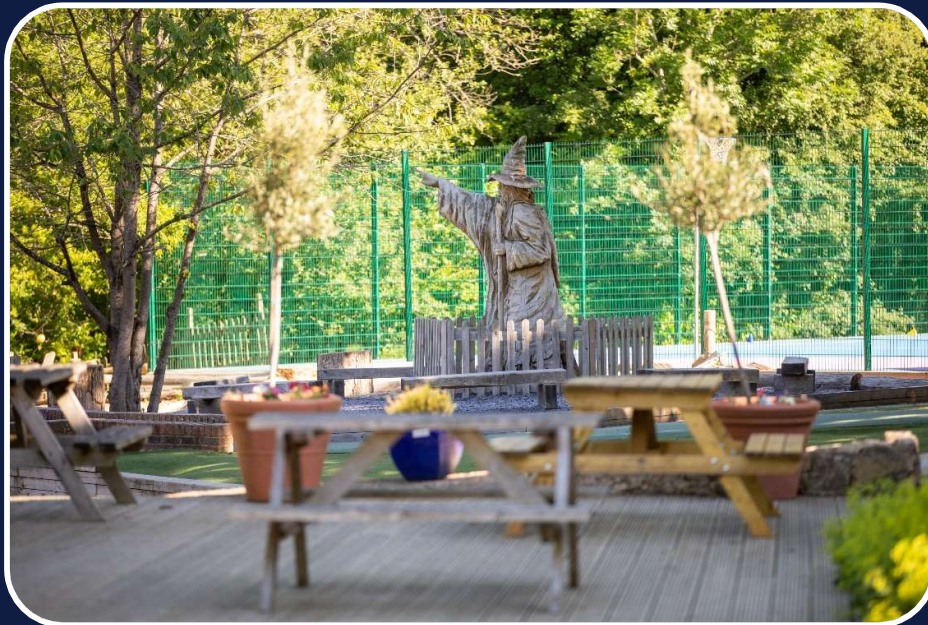


PENNTHORPE



**MAINTENANCE/GROUNDS ASSISTANT
CANDIDATE PACK**



THANK YOU FOR YOUR INTEREST IN THE ROLE OF MAINTENANCE/GROUNDS ASSISTANT AT PENNTHORPE!



I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude - excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success, and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact our Recruitment Coordinator, Lauren Manvell (recruitment@pennthorpe.com 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (www.pennthorpe.com/about-us/application-form).

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!

Mr Chris Murray BA (Hons) PGCE
Head

ABOUT PENNTHORPE

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border. With around 280 pupils from 2 to 13, Pennthorpe has a real family feel.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life, and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions, but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.

Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn, and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

OUR AIMS

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

WHY JOIN US?

Our exceptional staff, innovative teaching, and strong values form the foundation of our success. We are committed to providing a holistic education that balances academic excellence with personal growth, fostering resilience, empathy, and independence in every child.

By joining Pennthorpe, you become part of a community that values collaboration, inspiration, and the pursuit of excellence. Pennthorpe offers the perfect blend of opportunity, support, and growth.

Discover what makes Pennthorpe a place where potential meets possibility. One of the things that makes Pennthorpe truly unique is the diversity of our team. Our staff come from a variety of backgrounds, each bringing their own unique perspectives, experiences, and talents to our community. All find their place at Pennthorpe.



I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Head of Years 3 & 4



WHAT HAS STRUCK ME MOST, SINCE JOINING PENNTHORPE IN AUGUST 2021, IS THE WARM, CARING AND CLOSE-KNIT COMMUNITY OF THE SCHOOL, WHICH INCLUDES PARENTS, CHILDREN AND STAFF. I LOVE THE COMMUNITY'S INCLUSIVITY AND OPTIMISM; IT IS A TRULY WONDERFUL PLACE TO WORK.

Tilly Stroug, Head of Recruitment & Head's PA



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

Jou Marler, Senior Deputy Head



THE BENEFITS

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- Support for working parents
- Dedicated staff work areas
- Professional development opportunities
- Numerous career progression opportunities
- Fee remission for staff children for the duration of employment
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



MAINTENANCE/GROUNDS ASSISTANT

We are looking for a candidate to join our busy school, who will take pride in looking after our school buildings and grounds, who has a 'can do' and 'hands on' attitude, who works well within a team, is positive and has good communication skills. The willingness to work hard to get things completed to a high standard is essential, as is the ability to be flexible. Pennthorpe is a very busy, but happy school where no two days are ever the same!

There will also be a requirement for some minibus driving, which will require a full, clean UK PCV Driving Licence, with a D1 (NFHR) also being desirable, although not essential.

Maintenance

- To undertake key holder duties as required.
- To undertake handypersons duties as directed by the Estates Supervisor as outlined below:
 - Painting and Decorating - as required
 - Joinery - First line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism etc.
 - Plumbing- un-blocking sinks, traps and waste pipes. Adjustment and re-washing of taps.
 - Internal Glazing - Remedial action after breakages, for example boarding up of broken windows.
 - Maintenance and repairs across the site as required.
- To attend to and chaperone, where necessary, personnel visiting the site such as contractors.
- To monitor stock levels of consumable items such as fuel, grit, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures.
- To respond to requests from staff via the school radio.
- To be responsible for a programme of compliance testing of fire alarms, emergency lighting etc. and for maintaining an up to date record of such.
- To support emergency evacuation procedures and assume Fire Marshall duties.
- To report emergencies in the case of faults with gas, electric and water supply to the Estates Supervisor, or where not immediately available technical services or regular contractors, and report minor faults on site to the Bursar.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. clearing snow, gritting etc.).
- To ensure that the school and grounds are litter free.
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake a regular schedule of minibus cleaning and checking.
- To undertake portage tasks as required including setting up and clearing away of furniture and the setting up and clearing away of school events.
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the Estate Supervisor.
- To clean light fittings and to test lighting systems replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.

Grounds Duties

- Maintain cleanliness and general tidiness of all external hard areas.
- Keep entrances to the school, inside and outside, clean and clear of obstructions at all times.
- Carry out minor works in order to improve the site as required by the Estates Supervisor.
- To liaise closely with appropriate games staff to ensure the availability of sports pitches and equipment.
- To undertake all garden maintenance duties, e.g. planting, weeding, design & upkeep of all beds and borders.
- To undertake grounds maintenance duties, e.g. grass cutting, hedge trimming, strimming, shrub pruning, clearance of leaves and weed killing.
- To undertake overmarking of sports areas (pitches, squares and athletics tracks).
- Upkeep and maintenance of artificial/synthetic playing areas.
- To undertake the erection, dismantling and maintenance of sports equipment
- Assist the other grounds staff with the upkeep of all trees and major hedges, and clearing leaves and weeds from appropriate areas.
- Assist the other grounds staff with the storage and control of consumable materials and equipment.
- Ensure the highest standards of work are achieved in an efficient and timely manner.
- Provide effective materials and machinery management to ensure all equipment is correctly stored and maintained.
- Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times.
- Clean and clear all drains and gullies etc. to ensure effective and healthy operation in accordance with Health & Safety procedures.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.

General Duties

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend team meetings, and other such meetings as are required, including staff meetings, INSET sessions, and other such training as may be necessary.
- To act in accordance with the Staff Handbook and the Staff Code of Conduct.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- Attend school functions, including after hours, as directed by the Head.
- To take part with the Head and senior team in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Head may from time to time reasonably request.

PERSONAL SPECIFICATION

Qualifications

- Full UK driving licence
- Good level of English / Maths
- Relevant NVQ2/3 or evidence of the same experience
- Relevant qualifications in H&S/ Manual Handling/ COSHH

Skills, Experience & Knowledge

- General maintenance knowledge
- Knowledge of current Health and Safety regulations
- Skills and /or experience relevant to Grounds / Pitch maintenance
- Ability to work with external contractors to complete works on site
- Ability to undertake administrative tasks such as ordering and record keeping to ensure compliance with H&S and Fire Safety checks
- Experience of working in a general grounds/ maintenance role
- General driving experience including minibuses
- Experience of working in a school setting desirable but not essential
- Ability to attend work punctually, reliably and apply flexibility and responsiveness to working practices in order to meet the needs of the School
- Painting and decorating skills
- General joinery/carpentry skills
- Basic plumbing skills
- Ability to demonstrate organisational skills

Personal Attributes

- Sympathetic to the educational as well as the practical requirements of the School
- Able to work to tight deadlines under sometimes demanding conditions
- Trustworthy
- Ability to communicate confidently, easily and effectively with a range of people
- A positive 'can do' attitude
- Attention to detail
- Able to act on own initiative
- Ability to work as part of a team
- Ability to solve problems
- Ability to self-motivate
- Ability to highlight and resolve ongoing maintenance issues
- Ability to work independently and to use and demonstrate initiative
- To take pride in ones work and work to the best of one's ability acknowledging one's own limitations and seeking help when required



GETTING TO WITNESS THE LITTLE THINGS THAT MAKE OUR CHILDREN WHO THEY ARE IS A PRIVILEGE AND A JOY. THEIR EUREKA MOMENTS, HAVING FUN PLAYING WITH FRIENDS, THEIR CONCENTRATION WHEN MASTERING NEW SKILLS, THEIR DISCOVERY OF A LOVE FOR SOMETHING NEW – CHILDREN ARE AT THE CENTRE OF EVERYTHING WE DO AT PENNTHORPE.

Julia Heath, Head of Estates

HOW TO APPLY

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- **Contract:** Permanent
- **Start Date:** As soon as possible
- **Application Deadline:** Friday 14th February 2025
- **Reporting Line:** Head of Estates
- **Salary:** Dependent on hours, competitive
- **Hours:** We are currently looking for Full Time candidates for this role. *42.5 hours per week during term time and 35 hours per week during the school holidays*

Pennthorpe reserve the right to interview as soon as candidates are available and therefore we recommend applying as soon as possible to avoid disappointment.



EQUAL OPPORTUNITIES

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

SAFEGUARDING

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.



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