



THE MEAD SCHOOL
ROYAL TUNBRIDGE WELLS

CANDIDATE PACK

Site Assistant

The Opportunity

We are seeking to appoint an energetic and enthusiastic Site Assistant to join a supportive, caring, and professional team. The successful candidate will have some experience of, or ability to learn about, taking care of buildings and grounds and basic maintenance, and DIY, and will assist the Site Manager with maintaining the school to a high standard and ensuring the site is presentable and tidy each day.

We invite applications from people aspiring to achieve high standards of excellence, who love children and would enjoy working in a happy and fulfilling environment.

Hours, Salary & Benefits

**Hours: 10:30am - 5:30pm year round
Monday - Friday**

Salary: £23,186.00 pa

Benefits:

- Employer pension 5%
- Discounted shopping card
- Means tested staff discount
- Complementary lunches
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- Personal accident at work cover

We are looking for the successful candidate to start as soon as possible.

Contact Details

If you have any queries or would like further information, please do not hesitate to contact the School at office@themeadschool.co.uk or on 01892 525 837.

If you need any adjustments for the application or interview process please contact manager@themeadschool.co.uk

Application & Important Information

Applicants should complete the school's application form and submit by email to Mrs Michelle Coveney, School Business Manager, on

manager@themeadschool.co.uk.

You can apply via our online form - [here](#).

The application form may be accompanied by a covering letter of no more than one page.

Interviews will take place as candidates are reviewed and we reserve the right to close the process in advance of the final closing date should a suitable candidate be found.

The Mead School are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Please note that in accordance with Keeping Children Safe in Education 2024, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Job Description

Daily Duties:

- To carry out early afternoon Crossing Patrol Duties.
- To carry out leaf clearing, ensuring pathways and play areas are safe.
- To regularly throughout the day sanitise shared touchpoints within the school - ie banisters, door handles, light switches.
- To carry out litter picking around school site.
- To deliver and put away parcels after being checked by the school office.
- To bring in the milk and fruit deliveries.
- To carry out as necessary the replacement to hand towels, renewing supply of toilet rolls and replacement of bin liners, notifying the Site Manager of low stock.
- To clean all children's and adults' toilets and basins, picking up hand towels where necessary (dry floor moping when children on site)
- To monitor the boys' and girls' cloakrooms to ensure that all clothing is taken home for labelling and washing.
- To ensure that lost property is returned to its owner, and arranging with the school office to display lost property regularly to the parents so that the box is not overflowing.
- To assist with the locking and unlocking of school buildings and rooms as required.
- To collect cups and plates from around the school and wash them each afternoon.
- To ensure that the staffroom is replenished with resources each day, and cups and plates are cleared.

Weekly Duties:

- To clean the cloakroom lockers
- To clean and upkeep the outside classroom, including the floor, tables, chairs, benches, resources and their storage boxes.
- To clean all outside areas, playhouses and toys, including reception infants and nursery outside area.
- To ensure that litter bins are cleaned
- To rake the gravel on the driveway
- To clean all display cabinets and boards and their contents.

- To clean the staffroom fridge
- To undertake general gardening duties such as weeding, hedge cutting, watering indoor pot plants and outside pots and hanging baskets
- To ensure that the minibus is clean
- To wash and dry cleaner cloths and mop heads

Ad Hoc:

- To clear up any spillage as necessary
- To deal with any simple repair requiring attention during the school day
- To deal with any grounds issue to ensure the premises are safe for the pupils and staff
- Move furniture as required

General:

- To notify the Site Manager of any damage to buildings and equipment or of anything you see that may be dangerous to pupils and/or staff.
- In emergency situations to assist with the clearing of snow and ice from paths and entries.
- Such other duties relating to the cleanliness of the school premises as may be necessary from time to time within the reasonable requirements of the Headteacher and School Business Manager.
- To undertake training in the correct use of cleaning equipment and maintenance machinery, such as floor machines, Vacs, wets pick-ups, drills, ladders, leaf blower; and in health and safety, and the use of cleaning chemicals.
- To be trained as a fire warden.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This list is not exhaustive.

All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.



The Mead School

School Ethos: The Mindset of a Meadite: Compassion, Ambition & Curiosity

The Mead School is a co-educational prep school for circa 235 pupils, situated in the heart of Tunbridge Wells, approximately 400 metres from the historic Pantiles.

The school is a true community; sited in a large Victorian villa which has undergone vast physical changes and additions to accommodate the numbers and the requirements needed to provide a first class education for the twenty first century. It is run as a large family living under one roof. A child who is happy and secure in school is one who is going to learn, thrive and aspire. School must be an exciting, fulfilling and safe place where every day, whether you are aged three or eleven, is a new adventure and positively anticipated.

The school enjoys a reputation of high academic standards within a caring, happy environment. Children are prepared for the highly selective Tunbridge Wells and Tonbridge Grammar Schools as well as a wide range of Independent and maintained secondary schools. Care and consideration are given to ensure each child enters the secondary school best suited to their needs.

The Mead strongly believes that every child should feel success and become a life-long learner. To this end the development of the 'whole child' is at the heart of all it does. For a child to achieve, they must be given the opportunity to explore and develop physically, culturally, morally, socially and spiritually.

A wide range of extra curricular activities and educational visits is offered to suit and attract each individual and thus provide the self confidence and motivation to enable pupils to explore and develop their personal strengths and interests. Each child is taught to have respect and consideration for others, whilst individual goals and talents are encouraged, stimulated and nurtured to develop the whole personality.

We are a Christian school which welcomes and respects all faiths and families, the emphasis is very much on breadth and the development of the all round person.

From the safety of the school buildings, pupils discover and explore the wider community and play an active role within it. Hockey is played in Hawkenbury, Cricket is played at The Neville, and the annual Summer Show and Prizegiving is held at The Trinity Arts Centre to name just a few examples.

The school is an active member of The Independent Schools Association. Pupils partake in regional and national competitions and learn that the world, and all it has to offer the confident and open minded, is the greatest of all learning environments.

Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: www.wishford.co.uk