



HALSTEAD ST ANDREW'S  
SCHOOL

Facilities Assistant

Start date: ASAP



Church Hill House

## Facilities Assistant

### Main purpose

The Facilities Assistant role is to ensure that the School's premises are well managed and maintained, providing excellent facilities for school and community use with a safe and secure environment for all.

Halstead St Andrew's is based over two sites and includes the grounds, sports fields, outdoor swimming pool and residential houses.

Responsible to: Facilities Manager

### Key Tasks and Responsibilities

- Collaborate closely with the Facilities Manager, updating them on daily maintenance activities.
- Perform repairs and scheduled maintenance.
- Assist with furniture movement and setup for events and day-to-day operations as needed.

- Maintain tools and equipment, ensuring all workshop and facility areas are clean and well-organised.
- Support site operations, including traffic control and parking duties, and assist with site tidiness.
- Assist in swimming lesson transportation.
- There will be some weekend work to assist on special event days such as Open Events and Prize Giving Day.

### Person Specification

#### Experience

- Relevant qualifications or significant experience in building maintenance
- Excellent communication skills, a team-player attitude, and a flexible approach to working collaboratively.
- Familiarity with Health and Safety regulations, with a strong commitment to creating a safe environment for

everyone on site.

- Physical fitness and a full, clean driving licence are essential; minibus training will be provided.

### Working Conditions and Remuneration

The Facilities Assistant will be based at both sites.

Core hours of work are Monday-Friday 6.45am to 10.30am apart from Wednesday which requires a 12pm finish.

Salary will be competitive for the sector and based upon qualifications and experience.

### Benefits

A first-rate benefits package includes:

- 30 days holiday plus Bank Holidays (pro-rata)
- A contributory Operations staff workplace pension
- Death in service benefit
- Uniform
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

### Application Process

Applications to be on the School Staff Application form and covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews may take place as applications that are selected are received.

Applications should be submitted electronically to [hr@hsaschool.co.uk](mailto:hr@hsaschool.co.uk). **Closing date 12 noon on 2 December 2024.**

We reserve the right to interview and appoint before the closing date.

### Safeguarding

The 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 will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.



Woodham Rise



## About Halstead St Andrew's

**Halstead St Andrew's is an independent all-through school located in Woking, Surrey.** We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our pledge to equip pupils with the skills necessary to navigate an ever-changing world.



## HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

T: 01483 760943  
E: [officewr@hsaschool.co.uk](mailto:officewr@hsaschool.co.uk)

Prep and Senior  
Church Hill House, Wilson Way Horsell,  
Woking  
Surrey  
GU21 4QW

T: 01483 760943  
E: [officechh@hsaschool.co.uk](mailto:officechh@hsaschool.co.uk)

“For parents wanting the personal touch,  
this school delivers.”

*Good Schools Guide*



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[www.hsaschool.co.uk](http://www.hsaschool.co.uk)