

AUGUST 2022



**DOWNSEND**  
**SCHOOL**

*Inspiring Young Minds*

Join the Inspiring  
World of Downsend



Downsend School  
1 Leatherhead Road  
Leatherhead  
Surrey  
KT22 8TJ

# Candidate Brief

Non-Teaching

Premises Assistant

# Details for applicants

Downsend is a forward thinking and innovative independent school providing education for children aged 2-16 years. Based over four sites we have three separate Little Downsend Schools for children aged 2-6, overseen by one Headteacher and each feeding into our main Downsend site where we teach children aged from 7-16. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.



We are looking to appoint a full-time Premises Assistant to start in September or as soon as available. We have a team of staff based at our Main site school, who look after general maintenance, driving, site security and health and safety at this site as well as our Little Downsend Schools based in Ashted, Epsom and Leatherhead.

Hours are worked on a shift pattern rota so that all members of the team share the workload. This role is full-time, 52 weeks of the year with 25 days holiday plus Bank Holidays. Hours are 37.5 hours a week with a 30-minute unpaid lunch break. A free lunch is available every day as part of the package.

The role profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role, responsibilities and salary, please email Sue Wood, HR Administrator on [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk) who will be pleased to discuss it with you.

The school day starts at 8.30am and finishes at 4.30pm. You would be expected to undertake any necessary training required for the role including Safeguarding Training.

*Downsend is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. This means we will undertake pre-employment background checks before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK. Please note that checks are not required prior to the age of 16.*

# How to apply

We are delighted that you are interested in joining Downsend School. To apply:

- Visit [www.downsend.co.uk](http://www.downsend.co.uk) to see more about our schools
- Download and complete the application form
- Email the application form plus a covering letter to [hr@downsend.co.uk](mailto:hr@downsend.co.uk)
- You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

## Overview of employee benefits

Downsend aims to offer every member of our team a competitive salary, a range of great benefits and opportunities for career progression.

Our benefits include:

- Pension
- Cognita Care First - Employee Assistance Programme
- School fees discount (conditions apply)
- Lunch available
- Free on-site parking
- Cycle-to-work scheme
- Reimbursement for eye tests every two years for VDU operators
- My Staff Shop - discounts for staff across a range of companies

## Next steps

The closing date for applications is Wednesday 31 August 2022. Candidates will be contacted if they have been selected for interview. All applicants will be advised of the outcome of their application.

Please do contact Sue if you have any questions. We look forward to receiving your application.

Ian Thorpe  
Headmaster

