



PRINCE'S MEAD

FACILITIES ASSISTANT

(Full-time)

at Prince's Mead School

Winchester

Prince's Mead School, Worthy Park House, Kings Worthy, Winchester, Hampshire SO21 1AN  
01962 888000 | [princesmeadschool.org.uk](http://princesmeadschool.org.uk) | [@princesmeadschool](https://www.instagram.com/princesmeadschool)



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A word from Adam King, the Headmaster:

Thank you so much for your interest in this role at Prince's Mead.

Prince's Mead is an ambitious, vibrant and exciting school with a tremendous spirit where, above all, happiness reigns.

Situated on the outskirts of Winchester, the school is ideally placed to benefit from the cultural heritage of a historical city as well as enjoy the scenic countryside of the beautiful Itchen Valley.

Although I have only been the Headmaster of Prince's Mead since September 2022, I quickly realised that this is truly a special place with a caring, supportive community. The Crown Values are the bedrock of the school and the purpose and aims of the school provide strong direction. Together, the Governors work closely with myself, the Bursar and the Senior Leadership Team (SLT) to provide a strategy and development plan to make the school the best it can be.

I hope you enjoy reading this information pack and browsing our website and social media. It's a very exciting time to be joining the team at Prince's Mead and I look forward to receiving your application.

Kind regards,

Adam King  
Headmaster



### BACKGROUND TO THE SCHOOL

Founded in 1949 in Winchester, Prince's Mead is a co-educational day preparatory school for children aged 3 to 11. These characteristics allow it to stand out from other independent schools in the area and place it in a unique position to enable children to move on to a wide variety of secondary schools and particularly the very good 11+ day schools in Hampshire and beyond. Senior school destinations are never prescriptive, however, and the school works closely with parents to prepare children for the full range of possible choices.

Prince's Mead is located in a glorious setting, occupying Worthy Park House; a large former Georgian residence dating back to 1820. With wonderful views across the Itchen Valley, the twelve acres of grounds complement the house and provide a perfect setting for delivering education as well as an impressive sport offering and other co-curricular activities. Enhancements have included a multipurpose sports hall, music practice rooms and the latest development of four new classrooms and a modern kitchen and dining hall (completed in 2019). This latter work has also allowed for the redevelopment of the Coach House in order to provide an Early Years facility, which is proving highly popular. Focusing on our teaching provision we are pleased to be rolling out the Pre-Senior Baccalaureate (PSB) model and our exciting investment in a Virtual Learning Platform and personal devices.

Prince's Mead is very strong academically and offers a fantastic breadth in its curriculum. There are dedicated classrooms for Science, ICT, DT and Art. Music is important both in the classroom and through peripatetic music teachers. The school is known for its outdoor education and has its own Forest School in Gray's Wood. Children experience several day trips throughout the year and by the end of their time here will have climbed two mountain peaks in the UK. Prince's Mead is the only prep school in the country to have a teacher in charge of Adventure and Exploration! Many more details about the curriculum and extra-curricular offerings are available on the school's website at [princesmeadschool.org.uk](http://princesmeadschool.org.uk).

The school is the only independent school in the area to operate a free minibus service in the mornings and afternoons. The red minibuses have become iconic in the local community to assist with travel. The school currently has over 290 children on roll and there are exciting plans to develop the buildings and facilities further.



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The school met all standards of regulatory compliance when it was inspected by the Independent Schools Inspectorate (ISI) in May 2023 and was found to be excellent in all areas of the Integrated Inspection.

### GENERAL OVERVIEW

Prince's Mead School aims to recruit a proactive, flexible and driven full-time Facilities Assistant, working within the Facilities and Estates Team, to ensure that the school site is kept up to the highest standards. The Facilities Assistant will undertake a full caretaking, repair, portering and administrative service within the growing team. The candidate must be able to multi-task, have a positive attitude and a commitment to maintaining procedure and the School to the highest standard.

This role will require out of hours call out work and some weekend work (arranged in advance as overtime/TOIL) and require a certain amount of flexibility, particularly where seasonal peaks in the school calendar have an impact on the complexity of site use.

This does not change the core job but does require individuals to be prepared to undertake/help out with duties of a more general nature and outside of normal working hours. The role requires agility in order to adapt to the day-to-day demands of a busy and high achieving Prep School.



### JOB DESCRIPTION

- Providing support to the Facilities and Estates Team.
- Be responsible for the site out of hours and respond to requests/enquiries from visitors or parents and groups hiring the premises.
- Setting/cancelling of all various alarm systems, when required, and responding to activation of the fire alarm or intruder alarms in accordance with procedures.
- Ensure that School Property, buildings and grounds are maintained.
- Ensuring that routine maintenance/H&S schedules are up to date.
- Assisting in the completion of equipment registers, service records and checks.
- Supporting the Facilities Manager in managing external contractors.
- Overseeing compliance registers and training for the team (using SmartLog and other IT systems).
- Arranging seating and equipment in the school Assembly Hall, according to daily schedule.
- Setting up furniture, equipment and signage for events and resetting afterwards.



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- Delivering parcels and equipment around the site and distributing supplies, as required.
- Keeping the estate clean in respect of emptying external waste bins, litter picking, packaging disposal, sweeping of pathways, roadways, tennis courts and providing an emergency clear up service in emergencies.
- Escorting of contractors and visitors on the campus.
- Supporting the Facilities Manager in maintenance and repair where required across the whole site.
- Ensuring that Risk Assessments are carried out as appropriate and that guidelines and advice provided are always followed.
- Carrying out the duties of a Fire Warden duties to efficiently evacuate given areas of the school.
- Assistance with stewarding and car parking duties.
- Responsible, when required, for the unlock/lock up of the site including out of hours call outs.
- Be aware of health and safety responsibilities.
- Be aware of relevant events at Prince's Mead throughout the year and implications for own work and the grounds and gardens.
- Carrying out other reasonable duties within the general nature of the job, as requested by your line manager and the Bursar.
- COSHH responsibility and ensuring the COSHH registers are all maintained to the appropriate regulatory advice.
- Laundry and/or day-to-day housekeeping, where requested.
- Undertake all variety of gardening and grounds activities related to lawns, leaf blowing, hedge and verge cutting, grounds maintenance and planting/stocking of flower beds and tubs/planters around the school.
- Fencing maintenance, where required.
- Pitch and track line marking and pitch care as well as all other site wide sporting areas.
- Tend to the tennis courts at the school.
- Oversee and maintain the safe condition of driveways, pathways, drains and car parking areas.
- Snow clearance and salting of pathways, roads and car parks.





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### PERSONAL SPECIFICATION

- Relevant academic qualifications or the ability to demonstrate sufficient knowledge and experience for the role.
- Honesty and reliability.
- Experience of using relevant tools, equipment, material and chemicals.
- Demonstrable experience of managing hard and soft facilities.
- The post holder will be able to keep calm under pressure and maintain good humour when things are not going to plan.
- A focus on quality and drive for results, coupled with exceptional customer service skills.
- High levels of attention to detail with the ability to plan and organise effectively. Self-motivated with the ability to work flexibly under pressure, prioritise own workload to meet changing and conflicting deadlines, problem solve and use initiative.
- Suitable experience in a similar Facilities Management or Estates role.
- Good general level of education.
- Basic first aid (not essential as training offered).
- Willingness to attend training courses to enhance development and performance.
- Must be able to drive and have own vehicle to attend site.



### REMUNERATION and OTHER BENEFITS

Working Hours: This post is a full-time position for 42.5hrs per week (though you may be required to work such additional hours as mentioned above).

The salary range for this role is £25,000 - £28,000. There are further benefits including: pension, free lunch and onsite parking.





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### APPLICATION PROCESS

1. The closing date for applications is **12 noon on Friday 5th April 2024**.
2. Applicants are asked to complete the school's [APPLICATION FORM](#), (help and advice can be sought, if required) and send it to [recruitment@princesmeadschool.org.uk](mailto:recruitment@princesmeadschool.org.uk) CVs cannot be accepted as an alternative.
3. Prince's Mead is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
4. Candidates who are invited for interview will be invited to school for a tour and short interview with the Bursar.



### SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.



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**EQUAL OPPORTUNITIES STATEMENT**

As an equal opportunities employer, Prince's Mead is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.