



Windlesham
House School

- Est. 1837 -

Candidate information for

Estates team member

ASAP

Contents

A message from Ben
The role
Key responsibilities
Person specifications
Conditions of service
What we offer
How to apply
Our school and values

A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans
Headmaster



The role

We are seeking a skilled and reliable multi-trade individual with a carpentry trade background to join our estates and maintenance team at our thriving prep school. This is a vital role within a busy and dynamic school setting, where maintaining a safe, well-presented, and inspiring environment is key to supporting young pupils' learning and wellbeing. The successful candidate will have a core strength in carpentry but will also bring a flexible, hands-on approach to a variety of general maintenance tasks across the site.

Working as part of a dedicated estates team, you will contribute to the upkeep, repair, and improvement of the school's facilities ensuring classrooms, communal areas, and outdoor spaces remain functional, safe, and inviting for children, staff, and visitors alike. This is an ideal opportunity for a multi-skilled tradesperson who enjoys the variety and purpose that comes with supporting a vibrant educational community.

The ideal candidate will have a solid background in carpentry and joinery, complemented by general maintenance experience. This is a hands-on role requiring attention to detail, initiative, and a commitment to high standards of workmanship in a dynamic school setting.

Windlesham House is a country prep school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.





Key responsibilities and main duties

- Assist with the upkeep of all facilities across the main buildings, sports complex, staff properties, classrooms, and outdoor areas, maintaining a safe and welcoming environment for pupils and staff
- Liaise with the maintenance team co-ordinator and wider team to prioritise daily tasks and long term project
- Undertake routine and reactive carpentry tasks including repairs, replacements, and small scale construction projects
- To carry out regular routine duties that will include
 - Clearing drains
 - Clearing gutters
 - Clearing roofs
- Carry out wider general maintenance including but not limited painting, minor electrical and plumbing tasks, and basic building fabric repairs
- Work collaboratively to support school events, including setup and dismantling of structures, stage building, and bespoke furniture creation
- Carry out portering duties within a busy prep school setting, working closely with the maintenance team co-ordinator to ensure the smooth delivery of day-to-day operations and event support
- Participate in regular site inspections to identify maintenance needs and proactively address them
- Ensure compliance with relevant health and safety standards, including COSHH and manual handling regulations
- To report health and safety concerns to the estates manager and maintenance team co-ordinator
- To work in a safe, clean, and tidy manner around pupils, support and general public and generally protect the fabric of the school buildings
- Carry out cleaning and site presentation as necessary during peak school activities or emergencies

The successful candidate would need to be able to demonstrate

Essential

- Time served apprenticeship in carpentry and joinery holding trade qualifications or proven experience in a variety of finishing trades
- Suitable level of site experience and/or workshop production experience in order to carry out a variety of carpentry and joinery work including bench work
- Experience of working in a construction / maintenance environment
- Have working knowledge of health and safety within the workplace and COSHH
- Strong problem solving skills and the ability to work independently and within a team
- Understanding of health and safety practices, especially around the use of tools, ladders, and confined space working
- Ability to read technical drawings and work to precise measurements.
- Flexibility to adapt to the demands of a busy school environment and work occasional out-of-hours events
- Effective communication skills and a professional manner with staff, pupils and external contractors
- To be physically fit and able to carry reasonable loads around the school and onto work sites
- Live within proximity of the school
- Be able to work alone and within a team
- Valid and clean driving licence

Desirable

- Good organisational, administrative and computer skills
- Experience working in a school or regulated environment
- Experience working in a maintenance role
- Experience with legionella compliance
- Driving licence D1
- Basic plumbing and electrical knowledge
- Experience in tiling both small and large scale
- Experience in plastering both small and large scale



Working hours

This is a full-time role, 37.5 hours per week with a 20 minute paid break and 30 minute unpaid lunch break with working hours of

Monday – Friday 8.00am - 4.00pm

We also operate an out of hours on-call cover on a one in six week cycle, this is a requirement of the role and is included within the overall salary, should you be called out whilst on-call, mileage and hourly rate whilst on-site will be paid.

Compulsory workdays

As part of the school's busy event programme, there are a few events that will be required for all estates staff to attend to ensure a safe and smoothly running event which are included within the overall salary:

Speech day	8 hours – single time
Sports day	8 hours – single time
Bonfire night	4 hours – single time
Carol service	4 hours – single time

In addition, there may be opportunities to help with other events that run throughout the year that will be paid at an hourly rate.

Notice

There will be a six month probationary period. At the end of this period, employment will be confirmed by both parties.





What we offer

- Automatic enrolment into Windlesham House contributory workplace pension scheme
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during term time whilst the kitchen is operating
- four weeks paid holiday plus statutory English bank holidays
- Parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- Support for Professional development and training

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, they must report any concerns to the school's designated safeguarding lead.

How to apply

Completed applications should be emailed to hr@windlesham.com at latest by the closing date of 12 noon on Friday 25 July. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our [Recruitment, Selection and Disclosures Policy](#). If you are shortlisted, you will 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 who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Headmaster