



Windlesham  
House School

- Est. 1837 -



Candidate information for  
**OPERATIONS ASSISTANT**

Windlesham House is part of the Charterhouse family of schools

## The school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for the 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. Focusing 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.

## Overview

We are seeking a reliable, proactive, and professional operations assistant to join our busy prep school. They will have a vital role in ensuring the school is a safe, clean and welcoming environment for pupils, staff, parents and visitors. The successful candidate must be highly flexible and willing to adjust working hours to meet the changing needs of school life, including early starts, late finishes and occasional weekend support.

The role includes event setup, site security, housekeeping support, manual handling, compliance checks, general caretaking, logistics and supporting the estates team with practical tasks across the site.

## Key responsibilities

### Daily school operations

- Assist with the smooth running of the site on a day-to-day basis
- Carry out daily tasks such as unlocking and lock-up, ensuring buildings are secure and safe for use
- Maintain a visible presence around the school, responding promptly to requests for assistance
- Adapt working patterns during busy periods such as productions, parent events, fixtures, exams and other large school events.

### Event setup and support

- Set up and set down areas of the school for a wide range of school events, including but not limited to: assemblies, concerts, open days, sports events, exams, and meetings
- Move and arrange furniture, staging, AV equipment and other event materials to required standards
- Provide out-of-hours support for key events, sometimes at short notice

### Housekeeping

- Assist with cleaning tasks where required, including spill response, touchpoint cleaning, and supporting the housekeeping team during staff absence or high demand
- Keep communal areas, external spaces, storerooms, and pathways tidy and well presented
- Support waste and recycling routines, including collection, relocations, and disposal where needed
- Carry out scheduled compliance checks in COSHH storage areas
- Stocking of COSHH cupboards from central stores

### Estates, maintenance and compliance support

- Work alongside the estates manager and wider estates team to complete essential tasks such as
- Routine compliance checks including
  - Fire alarm weekly tests
  - Emergency lighting checks
  - Water hygiene flushing and temperature monitoring.
  - Playground inspections
  - Building condition checks
- Basic caretaking maintenance tasks including
  - Replacing bulbs
  - Minor repairs
  - Unblocking drains
  - Clearing flat roofs and gutters
  - Resetting equipment
  - Tidying plant rooms and service areas
- Preparing areas for contractors and assisting with access and supervision if required
- Reporting defects, damage, or safety risks promptly

## Logistics, deliveries and resources

- Receive, check, and distribute deliveries across the school
- Move teaching resources, furniture, and equipment between buildings as required

## Security and safety

- Uphold high standards of safeguarding, security, and vigilance around pupils and visitors
- Follow visitor and contractor protocols, challenging unauthorised access
- Assist with emergency procedures, including safe evacuation support

## Driving and site mobility

- Drive school vehicles for site tasks, collections, deliveries, or event support
- Safely transport equipment or materials between buildings or sites

## Additional responsibilities

- Attend required training including fire safety, Coshh, manual handling, safeguarding and any other relevant training
- Be willing to undertake first aid training
- Support the school through flexible working arrangements during peak operational periods
- Carry out any reasonable tasks requested by the operations manager or estates manager to support the effective running of the school

## Personal specification

### Essential

- Strong work ethic and pride in maintaining a well-kept school environment
- Highly flexible approach, comfortable with changing hours and varying daily demands
- Friendly, approachable and professional around pupils, staff and visitors
- Physically fit with the ability to carry out frequent manual handling tasks
- Reliable and punctual
- Able to use initiative, problem-solve and work independently
- Effective communication skills
- Calm and reassuring in busy environments or emergency situations
- Good attention to detail
- Willingness to complete training relevant to the role
- Able to drive school vehicles including vans

### Desirable

- Experience in porter, estates, or caretaking work
- Basic DIY or maintenance skills
- Experience working in a school environment

## Working hours

Full-time                    52 weeks a year  
Monday - Friday            6.00am - 2.00pm

## Compulsory workdays

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

Speech day	Eight hours
Sports day	Eight hours
Bonfire night	Four hours
Carol service	Four hours

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

## Safeguarding

Working in a school environment, the jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's safeguarding policies at all times. If, in the course of carrying out the duties of the post, the job 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.

## Benefits of employment

- Contributory occupational pension scheme
- Cash health plan currently provided by +Medicash
- Access to an employee assistance programme
- Membership of the school's nine hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Invitation to school productions and concerts throughout the year
- Support for professional development and training
- Free on-site parking (at the owners own risk)

## Notice

Four weeks during probationary period (which is normally six months). Once the appointment is confirmed both parties are required to give at least four weeks' notice on either side.

## Application

Applications should be made in accordance with the school's application and recruitment procedures (available on the [website](#)).

## Interview and selection process

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

### Interview outline

- At least one interview with line manager and member of HR team
- Tour of the school with member of the operations manager

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Windlesham House education provided to pupils in our global and multi-cultural environment.

Join us now to be a part of it.

## Safeguarding statement

The school is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure & Barring Service.