



INFORMATION FOR CANDIDATES

Site Assistant

Required immediately





MESSAGE FROM THE HEAD MASTER

I am absolutely delighted you are interested in applying for a post at St George's School.

Our school has existed since 1348. With a long heritage of educating the Choristers of St George's Chapel, this continues to be a core function of the school. However, we are now an exciting and happy Prep School for girls and boys aged 3 – 13. I am very proud to lead this wonderful, vibrant and diverse community of pupils, staff and families. We employ over ninety staff, all of whom contribute hugely to the success, warmth and happiness of the school and pupils. In turn, a tremendous spirit of friendship, mutual trust and collaboration exists at St George's, and I want every new appointment to buy into this.

Our core school values are: kindness, honesty and courage. These form the very foundation for our pupils, and together with a passion for instilling a love of learning, I want to employ like-minded people who live their lives through these values. Building on centuries of first rate education, we are embarking on an exciting journey as a school. Before you choose whether to apply, I strongly urge you to look closely at our strategy, which can be found on the following link: <https://www.stgwindsor.org/about-us/strategic-vision/>.

The support team form a key part of the successful day to day operation of the School and, like all staff, are expected to buy into and fully support the school's values and vision. If you believe you would thrive working at St George's we would be delighted to hear from you.

There can be very few opportunities like this, working within the curtilage of Windsor Castle in a community that is driven by innovation whilst remaining true to a heritage that stretches back over 700 years.



ABOUT THE SCHOOL

St George's School, Windsor Castle, is an IAPS school situated in the heart of the vibrant, historic and cosmopolitan town of Windsor. An integral part of the College of St George and with close links with Windsor Castle, we make the very most of our special location.

St George's School is in the enviable position of offering an exceptional range of academic, music, sporting and creative opportunities. In one of the most inspiring places in the UK, St George's provides an outstanding start to a child's education.

The School is fully co-educational with approximately 330 girls and boys on the roll from Kindergarten to Year 8. There are two sections to the school: The Pre-Prep caters for children from Kindergarten to Year 3; the Prep for children from Year 4. Both are led by a Head of Section, who in turn reports to the Head Master. There are two classes per year group, with Year 5 split into 3 classes for 2020-2021 due to growing pupil numbers. The maximum year group size is 40 with no class bigger than 20.

Pupils are taught by class teachers up to Year 6, who teach Maths, English, Humanities, Science and PSHE. There are specialist teachers for Art, Design, Drama, Music, PE, Sport and Modern Languages. There is currently specialist teaching for all subjects from Year 7, though pupils are still under the care of a Form Tutor who monitors the individual academic and pastoral welfare of each child.

Many of our families are local, however there is a flourishing boarding community for children from Year 4 upwards. Housed within the main school, a caring team, led by the House Parents, look after approximately 30 weekly boarders and many more who choose to stay over. It is our intention to develop a consistent and coherent approach to learning and teaching and wellbeing throughout the school, underpinned by a common set of values, culture and ethos, consistent with the age and stage of individual pupils.

At the end of Year 6 or 8, pupils leave St George's for a wide range of leading boarding and day senior schools. In 2021 pupils moved to the following schools:

- Eton College
- Wellington College
- St George's School, Ascot
- St George's School, Weybridge
- Sir William Perkins's School
- The Windsor Boys' School
- Reading Blue Coat School
- The Marist School

THE FUTURE

St George's is embarking on an ambitious plan which will take the school to 2025. For more information on our strategic development and ethos, please visit our website at www.stgwindsor.org



ROLE DESCRIPTION

Site Assistant

We seek a confident, motivated, team player to join our Maintenance department in this role. Applicants should be able to use their initiative but also not be afraid to ask questions, be hard working and able to work alone or in a team and should be able to demonstrate good communication skills.

The school is busy and the successful candidate will be able to demonstrate an ability to consider carefully the best approach to the tasks required of them in order to support the school operations.

This is a full time post working 40 hours a week. Standard working hours will be 8am to 5pm including a 30 minute lunch break. During school holidays and at certain times of year as school events require, hours may be adjusted but this will be agreed with you in advance. This post attracts a holiday entitlement of 30 days, which should mainly be taken in the school holidays.

The Site Assistant is expected to:

- Be an advocate of the core values of the school: kindness, honesty, courage
- Attend pre-term inset days and commit to the collaborative nature of the team at St George's



Site Assistant duties

Duties are likely to be varied but will include:

- Distributing parcels and deliveries from the front office to relevant departments
- Ensuring the main entrances to school remain tidy and clear of rubbish, debris, cobwebs and weeds
- Emptying refuse bins in the school grounds
- General tidying and site maintenance
- Prepare and arrange rooms as required and as directed for events this may include setting up chairs and tables or other items and clearing down spaces for school events such as plays, parents evenings and school fairs
- Moving seasonally required items into/out of storage spaces e.g. air conditioning units/ fans, spare furniture, Christmas decorations
- Weekly cleaning of the school minibuses
- Supporting the housekeeping team in specific cleaning tasks as directed (may include poolside deep clean/ carpet cleaning)
- Assisting with maintenance of school areas including car park, playgrounds and walkways as required.
- To perform other such routine and emergency duties as may be reasonably requested by the Business Director and Maintenance Manager
- To maintain report maintenance items to the maintenance manager and assist with their resolution as instructed



PERSON SPECIFICATION – ESSENTIAL

Experience

- Willingness to undertake training as appropriate to the post

Skills

- A positive attitude and appropriate sense of humour
- Able to demonstrate a common sense approach to work
- Good organisational skills
- Good communication skills
- Ability to work effectively both individually and as part of a team
- Able to cope with the physical requirements of the job
- Flexible approach to work including willingness to work amended hours and cover for colleagues
- An awareness and appreciation of basic health and safety at work

Interpersonal skills

- Approachable, personable and supportive
- A willingness to share and learn from others
- A commitment to continuous improvement and personal development
- An ability to take ownership and responsibility
- An ability to work calmly under pressure and adhere to deadlines
- Professional manner



PERSON SPECIFICATION – DESIRABLE

Education, Training and Qualifications

- Evidence of training or qualifications relevant to the post
- Evidence of minibus driver training (MiDAS or similar)

Experience

- Experience of porter duties and/or general maintenance work
- Ability and confidence using basic DIY tools and equipment
- Experience working in a school

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.

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

Remuneration

The salary for this post will be £18,000 - £22,000 dependent on skills and experience. All full-time staff at St George's are entitled to up to 50% fee discount for their child / children.

All completed application forms should be sent to:

Katie Chorley, Business Director
St George's School, Windsor Castle, Windsor, SL4 1QF

Or email to recruitment@stgwindsor.org

Interviews will be held as soon as possible. The successful applicants will be notified by telephone or email.

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‘excellent academics and music
oozing from every corner.’

THE
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GUIDE

2021/2022

