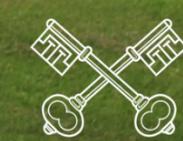


2 YEAR OLDS

General Estates
Works Assistant
Mowden Hall School



RADLEY
SCHOOLS GROUP



From the Head

May I offer an extremely warm welcome from Mowden Hall School. Every child deserves their schooldays to be magical. We want all our children to feel at home here, with time and space to grow and develop, whilst enjoying their childhood in a nurturing, caring and creative environment.

I believe that as a school, we have a responsibility to provide our pupils with as many opportunities as possible - academic, co-curricular and pastoral. Every stage of education is preparation for the next, but it is not enough to simply prepare children for the challenges that lie ahead. We need to inspire our children, to bring curiosity and excitement to every lesson, to every experience.

We are fortunate to have beautiful grounds, excellent facilities and staff who are both dedicated and talented. This collectively ensures Mowden Hall School is a very special place. We all have the same aim, which is to provide educational excellence for the children in our care. This is an extremely happy school, in which relationships are built on kindness and respect.

Our ambitions for our children are wide-ranging, but we know that the most lasting future successes will be based upon developing their confidence, and an open-minded and creative approach to life and learning.

Best wishes,
Phil Sturt





About Mowden Hall School

Mowden Hall is a leading independent, co-educational boarding and day school for 230 children aged 2 to 13, nestled in the picturesque Northumberland countryside, just fifteen miles west of Newcastle. The Nest Nursery (2 year olds), Treetops Nursery (3-4 year olds) and Pre-Prep (Reception - Year 2) are located on the same site and share excellent facilities with the Prep School (Year 3-8), fostering a seamless learning environment. The Prep School embraces a strong boarding ethos, with a significant number of pupils choosing to board.

Set within 50 acres of stunning grounds, with breathtaking views across the Tyne Valley, Mowden offers a rich and holistic educational experience. We believe education extends beyond the classroom, as we encourage the development of skills and interests. While academic excellence is a cornerstone of our ethos, equal importance is placed on sport and a vibrant extracurricular programme to nurture well-rounded individuals.

Pupils from Mowden Hall transition to a diverse range of prestigious senior schools, including Oundle, Eton, Rugby, Sedbergh, Ampleforth, and top Newcastle day schools. In recent years, students have earned scholarships across

various disciplines, and since September 2007, every pupil has gained entry to their chosen senior school at 13+.

The school maintains high expectations for all its pupils and takes pride in their achievements. Rated "Excellent" across all areas in the most recent ISI Inspection, Mowden Hall continues to thrive, with enrolment increasing by over 20% in the last four years. A dynamic and stimulating curriculum, delivered by dedicated and passionate staff, ensures that pupils leave Mowden Hall exceptionally well-prepared to continue their education at the country's leading secondary schools.

At Mowden, we believe that good character creates a values-driven culture, which can help to improve attendance, behaviour, wellbeing and attitude to learning. Our six Mowden Character Values are **Kindness, Community, Resilience, Communication, Honesty** and **Independent Thinking**.

Mowden Hall is a member of Radley Schools Group, which has eight schools across England and provides exciting opportunities for staff development, financial management, and curriculum innovation.



Independent Thinking



Honesty



Community



Resilience



Kindness



Communication

The Role

An opportunity has arisen whereby we are now looking to appoint a General Estates Works Assistant to join our hardworking team on a full time basis.

The hours of work (42.5) are spread over six days a week: Monday, Thursday & Friday 8.00am - 4.30pm, Tuesday 7.00am - 3.30pm, Wednesday & Saturdays 8.00am - 1.00pm.

About You

The role of General Estates Works Assistant is both varied and rewarding. We are looking for a proactive and reliable individual who enjoys working as part of a larger team.

No previous experience of working within a school is necessary but you will have a great attitude and a desire to learn. We are committed to personal development for the successful candidate.





Roles and Responsibilities

Role: The General Estates Works Assistant works within the Operations Team and will be required to undertake a variety of practical duties such as:

Safeguarding, Health & Safety (Core Priority)

- To be fully aware of and implement the School's policies on Health and Safety and Safeguarding
- Comply with all health and safety regulations at all times
- Undertake routine health and safety checks, including emergency lighting, water hygiene and fire safety checks
- Respond promptly to emergency calls for maintenance and repairs

Security and Site Safety

- Locking up and unlocking rooms and buildings when required
- Ensuring the school site (inside and outside) is safe, secure, clean and free from litter
- Essential Maintenance and Repairs:
 - Perform routine building maintenance duties, including painting, minor repairs, changing light bulbs and general DIY tasks
 - Report maintenance needs and issues promptly to the Maintenance Manager

Vehicle and Transport Responsibilities

- Carry out weekly vehicle inspections on all school minibuses
- Drive school minibuses as required (Full UK Driving Licence with D1 endorsement)
- Wash, clean and refuel vehicles as necessary

Roles and Responsibilities (Continued)

Operational Support for School Activities

- Preparing for school lettings, clearing and cleaning up after events, and resetting for normal school use
- Moving furniture as directed, including setting up chairs and tables for lessons, events and meetings

Daily Logistics and Support Tasks

- Delivering parcels, post and other items across the school site
- Administrative and Communication Duties:
- Complete required administrative tasks, including filling out forms and maintenance records
- Communicate effectively with the Maintenance Manager and wider staff team

Professional Responsibilities

- Attend departmental and whole-school staff meetings as required
- Undertake training and courses necessary for professional development
- You will have a flexible approach to your work and be able to prioritise well, meeting deadlines when required.





Salary and Benefits

You will receive:

- £27,727 per annum
- 28 days' holiday (plus bank holidays)
- Complimentary lunch during term time
- Company pension scheme with an individual contribution and a School contribution
- Free uniform provided
- Employee Assistance Programme confidential advice

All permanent staff are also entitled to a 50% discount on School Fees (subject to terms and conditions).

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Safeguarding

Radley Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with school and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



Application Process

Applications should be submitted via the following link [Application Form](#). We reserve the right to interview candidates as applications are received and therefore encourage early applications and reserve the right to appoint at any time.

Closing date for applications is 12 noon, **Friday 13 February** with interviews scheduled to take place before the 28 February.

For an informal chat about the role please email the Head of Operations (lgray@mowdenhall.org.uk) to arrange.

Selection Process

If shortlisted, you will be invited for an interview. Your interview will involve a brief session to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.
